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NORTH END/CBD
URBAN RENEWAL PLAN

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PREPARED FOR:

CITY OF MIDDLETOWN
HONORABLE SEBASTIAN J. GARAFALO
MAYOR

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DeCarlo & Doll Report

of April, 1990

AS AMENDED AND ADOPTED BY

THE MIDDLETOWN REDEVELOPMENT AGENCY

JULY 5, 1990

AND

 , 1992

NORTH END URBAN RENEWAL PLAN
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AMENDED BY: REDEVELOPMENT AGENCY OF CITY OF MIDDLETOWN - July 5, 1990

MIDDLETOWN NORTH END/CBD PROJECT AREA
REVITALIZATION AND URBAN RENEWAL PLAN

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* Primary Mapping by the City of Middletown

1. INTRODUCTION

1.1 Background and History

Within the larger history of Middletown, the development of the North End has played a special role. It is, as it always has been, an active living area within the city center. It has always been characterized by a lively mixture of people and uses. For each generation of Middletown residents, it has served as a reception area and first neighborhood for new groups of arrivals.

The North End is a vital mixed-use district which reflects its historic position on the Connecticut River and its role as the longest-surviving residential neighborhood in the Central Business District (CBD). The North End's building fabric contains historic buildings dating from the later 18th Century, with many fine 19th Century commercial, religious and residential structures. The North End is also an integral part of Middletown's Main Street/CBD. The portions of Main Street which lie within the District are defined by rows of handsome three, four and five-story commercial and residential buildings.

The North End served many generations of Middletonians and many ethnic groups, as a place of first residence in the City. Middletown is a historic port city. The North End neighborhood abuts the Connecticut River and is bordered by two rail lines, each pattern of transportation contributing to its reputation as the gateway to Middletown for generations. Its churches, its shops, its houses, buildings, and its transportation links all express this historic function. Mills,

warehouses, manufacturing plants occupied larger buildings in the riverfront areas; both the Connecticut and the Mattabassett Rivers have played influential roles in the development of the North End. North End residents at the turn of the century not only worked in riverfront industries (including the Portland brownstone quarries) they also shopped in the stores of the Central Business District.

The North End is also (and has historically always been) the location of major regional transportation corridors. In fact, at one point the North End was a significant transportation hub. There were two railroad stations on Rapallo Avenue. Several hotels, such as the Arriwani and Kingston, serviced the transient population. The City's trolley bureau, currently occupied by Bob's Surplus, was also situated in the North End.

Currently, the two Connecticut Central rail lines are being improved and a new freight station is planned. Further, the North End is the location of the confluence of Connecticut Routes 66, 17 and 9, as well as the Arrigoni Bridge which crosses the Connecticut River from Middletown to Portland.

As a result of this history as a gateway for successive generations, many of the residential buildings of the North End exhibit the problems of the intensive use. Many have been abused.

In 1990, the North End, using census tract 5416 as a working geographical definition, is home to approximately 3900 residents and a large and varied number of businesses. Furthermore, the district is increasingly populated by low-income, minority and/or disadvantaged groups.

Compared with the City of Middletown as a whole, the North End exhibits characteristics of a large proportion of residents living in group quarters, a far higher percentage of 1 person households, significantly smaller average household size, a larger percentage of households earning less than \$15,000 annually, much lower median family income, and a lower percentage of owner-occupied housing units. The comparative 1980 data, using census tract 5416, for socio-economic analysis purposes, are presented in Table I below:

Table I: 1980 Socio-Economic Comparison

	<u>North End</u>	<u>City of Middletown</u>
Total Population	2,834	39,040
Population in Group Quarters	519(18%)	2,958(8%)
% of 1-Person Households	53.7%	27.2%
Average Household Size	1.92	2.55
% of Households Earnings <\$15,000	73.8%	42.9%
Per Capita Income	4,944	7,157
Median Household Income	7,451	17,301
% Owner-Occupied Housing Units	12.3%	46.9%

Source: U.S. Census Bureau, Urban Decision Systems
and Nutter Associates, Inc.

1.2 Purpose:

The purpose of the North End/CBD Project Area Urban Renewal Plan (Plan) is to develop and implement activities which will improve conditions for its residents, businesses, and visitors as well as enhance a diversity of uses which will improve the socio-economic status of its residents.

The overall goal of the Plan is to balance the mixture of uses and activities which reflect the best qualities of a vibrant urban neighborhood. The Middletown Redevelopment Agency (Agency) is empowered through the City of Middletown (City) and Connecticut General Statutes (CGS) to develop and implement this Plan for the North End/CBD Project Area (Project Area) (Area).

2. DESCRIPTION OF PROJECT

2.1 Project Boundary Description

The Middletown North End/CBD Project Area is a parcel of land containing approximately seventy (70+) acres, situated in the City of Middletown, Middlesex County, State of Connecticut. In general, the project is bordered to the south by Court Street, to the east by Connecticut Rte. 9, to the north by Connecticut Rte. 66/Rte. 17 and to the west by the rear property lines of the lots on the west side of Main Street. The project boundary is defined by the inside edge of the heavily dashed line as shown on the map entitled "Project Boundary Map, North End/CBD Project Area, Urban Renewal Plan, City of Middletown, CT", by DeCarlo & Doll, Inc. scale 1"=100' dated November 10,, as amended, 1989 (Map Number 1).

The southeastern corner of the project is a point projected to the intersection of the south streetline of Court Street and the west streetline of Connecticut Rte. 9 (Acheson Drive). From this point the project boundary runs approximately three thousand (3000±) feet northward along the west streetline of Connecticut Rte. 9 to the northeastern corner of the project. The northeastern corner of the project is located on that point which is the intersection of the west streetline of Connecticut Rte. 9 and the northern street line of now is Route 17.

From this point the project boundary runs westward along the northern streetline of Connecticut Rte 66/Rte. 17, along the north side of the

off ramp from the Arrigoni Bridge and projects across Spring Street. From this point the project boundary jogs southward along the property lines of the lots abutting the west side of Main Street ending at Court Street.

The project boundary runs along the west property line of lot 19 in block 17-19, crosses the railroad tracks, to block 17-28 and runs along the north property line of lot 6 to Clinton Avenue, then along the east streetline of Clinton avenue and then east, south and east along the south property line of Lot 6 to Kings Avenue, then south along the west end of Kings Avenue and the west property line of Lots 8 through 22, then east along the south property lines of Lots 8 through 22 and Lot 12, then south along the west property line of Lots 3 and 2 and along the south property line of Lot 2 to the rear property line of lot 1 and projects across Grand Street to block 17-35. In block 17-35 the project boundary continues along the rear property line of lot 7-6, the rear property lines of lots 5, 3A, 3B, 47 and 46, the west property line of Lot 46 and projects across Liberty Street to the northwest corner of Mortimer Cemetery in block 17-46. In block 17-46 the project boundary runs along the east and south property lines of Mortimer Cemetery to the rear property line of lot 5, then along the west and south property lines of Lot 5 to the rear property line of Lot 4A, then along the rear property lines of Lots 4 and 3, along the rear and west property line of lot 57 and then projects across Washington Street (Rte. 66) to block 17-51. In block 17-51 the project boundary runs southward along the rear (west) property lines of lots 21, 22, 23 and 24A, along the north, west and south property line of lot 25, along the rear property lines of lots

26, 28 and 29, along the south property line of lot 29, southward along the rear property lines of lots 30 and 32 and projects across Court Street to the southeastern corner of the project. The southeastern corner of the project is located on the south streetline of Court Street at a point approximately ninety (90±) feet west of the west streetline of Main Street. From this point the project boundary runs eastward along the south streetline of Court Street, approximately nine hundred eighty (980±) feet to the southeast corner of the project.

3. GOALS AND POTENTIALS

The Plan is a guide for the City to follow to achieve a revitalization of the North End neighborhood and adjoining areas. The Plan can be a long range guide for evaluating proposals and for scheduling improvements in the residential areas as well as the CBD. During the revitalization process it will serve as a source of information and a statement of policy which is useful to citizen groups as well as business organizations planning investment decisions and public officials considering new project designation and funding. Further, it provides a framework for establishing priorities which reflect responsible fiscal and capital concerns, future opportunities, changed neighborhood needs, available funding and changing economic factors.

Thus, a statement of downtown goals assumes particular importance. The goals should spell out in a general sense, yet clearly, the desired characteristics of the North End/CBD Project Area the City of Middletown ultimately desires.

The goals incorporated in the Plan are based on interviews with neighborhood and city residents, municipal officials, and active business and civic leaders. As such they illustrate the level of community consensus which is necessary in order to successfully carry out the North End Plan. It is emphasized in the Plan that efforts which require the coordination of social and physical improvement programs require a sustained commitment to public-private cooperation.

3.1 Potential Goals and Opportunities

Potential goals and opportunities of a successful Plan include:

Immediate (Short Range) Goals

- (1) Cooperation among all public and charitable institutions involved to relocate the St. Vincent de Paul Place soup kitchen;
- (2) Institution by the City of a program of concentrated code enforcement for the landlord-owned residential properties in the North End;
- (3) Acquisition and clearance of substandard, deteriorated or incompatible structures. Disposition to developers or sponsors for development of new residential structures. Application by the City for grant and loan funding as part of the new national Homeownership and Opportunity for People Everywhere (HOPE) and the Home Investment Partnership Act (HOME) housing assistance program, as well as designation by the Connecticut Department of Housing OF a Housing Development Zone program.
- (4) Institute a property rehabilitation program.
- (5) Initiation by the City and the Central Business Bureau of the Middletown County Chamber of Commerce to create a Municipal Special Services District (CGS 105A) for downtown Middletown, including the Main Street portion of the North End/Central Business District;
- (6) Active participation with the Connecticut Department of Transportation (DOT) and local interest groups in designing new interchanges off Route 9 which will provide adequate vehicular

access to both the Central Business District (CBD) and the North End Industrial Area.

- (7) Create a Design Advisory Board to utilizing the resources of the Preservation Board or a Historic Properties Commission to provide consultation to the Middletown Redevelopment Agency regarding new construction and improvements to existing buildings.
- (8) Creation of improved pedestrian and vehicular circulation between Court Street and Rapallo Avenue, to the rear side of buildings on the east side of Main Street where it will provide greater access to retail and other uses along Main Street as well as providing short term parking, off-street delivery and loading areas, and improved security;
- (9) Redevelopment and conversion of the Arriwani Hotel building for market-rate housing;
- (10) Construction of a combined transportation center on the north side of Rapallo Avenue for public and private mode of transportation, including future connections with the railroad;
- (11) New streetscape improvements along Ferry and Green Streets between Main and deKoven Drive, as well as along Main Street, designed to further enhance the Main Street downtown retail/commercial environment and to connect it, via Ferry and Green Street, to the housing environments along these streets and the Connecticut riverfront east of deKoven Drive and Route 9;
- (12) Construction of a new police station near the State Judicial building now under construction at Court Street and deKoven Drive.

Long Range Goals

- (13) Development of public/private plaza and cultural/government center in a CBD location. Potential site in the project area is the tract of land generally enclosed by the Capital Theater, Superior Court/Municipal Building, Court Street and the rears of businesses along the east side of Main Street, north of Court Street.
- (14) Financing and construction of new Route 9 Interchanges and described in (6) above.
- (15) Design and construction of a new pedestrian bridge connection over deKoven Drive and Route 9 to existing and future public use areas along the Connecticut River edge;
- (16) Potential new boat landing and marina facilities along the Connecticut Riverfront adjacent to the Project Area.

3.2 Activity Patterns

Finally, there is the general potential of developing a stronger relationship between North End uses and the needs and activity patterns associated with other institutions located within the City including Wesleyan University. This relationship is critical to the North End. It is now present by virtue of the restaurants and small number of specialty or convenience shops which serves Wesleyan and the other institutions. A small number of Wesleyan students now live in residential units located above the North End Main Street shops.

The Plan emphasizes sensitivity to the historic fabric of the district in terms of proposed uses and preservation of building types.

Each downtown has its own geographic setting and its own historic pattern of development, landmarks and architectural heritage. The Plan reflects the concerns of the Redevelopment Agency to be cognizant of municipal financial concerns and to work to stabilize and improve the economic status of North End residents.

The North End/CBD Plan recognizes the unique geographic setting and historic pattern of development, landmarks and architectural heritage which are attributes of downtown Middletown and the North End in particular. These historic attributes of scale, use, density and location provide the basis for a valued future for the North End. In recognition of the value of building on the preserved fabric of the district, and not seeking large-scale clearance, the plan builds on local assets. In this manner it also reflects a realistic approach to implementation which is consistent with achievable municipal and private resources.

The recommendations of the Plan attempt to identify all appropriate measures which can further the revitalization of this important Middletown neighborhood. The primary Plan proposals are described in Section 6.

4. DEVELOPMENT OBJECTIVES

4.1 General

The North End/CBD Project Area Urban Renewal Plan is designed and intended to achieve development objectives hereinafter described.

4.2 Neighborhood

The Project Area is a neighborhood area of long standing in the City. Over the years the Area has provided important housing and retail resources, but housing and other features including the commercial retail uses along Main Street have deteriorated and have not been modernized to meet changing needs and modes of living.

Objective #1: General rehabilitation and renewal of the North End/CBD Project Area in a manner consistent with the overall pattern of development in the neighborhood including it's historic fabric.

4.3 Buildings and Structures

Housing and other building conditions in the Project Area provide insufficient safeguards for the health and safety of Area residents and the community as a whole. These conditions result from property development, obsolescence, age, deterioration and inadequate maintenance which discourage private improvement, rebuilding and investment. There are buildings of substantial construction which need repair or buildings which are substandard or a blighting influence and should be removed; some are buildings having architectural features of historic interest.

Objective #2: Elimination of substandard and deteriorated buildings and structures which are insufficient to safeguard health and safety.

Objective #3: Elimination of specific buildings, uses and conditions which have a blighting influence on the existing or a rehabilitated neighborhood, so as to assure a secure basis for new improvements.

4.4 Housing

The North End/CBD Project Area has provided housing resources for various income groups. There are serious deficiencies in housing quality (Reference Map Number 3). The principal function of land in the Project Area is that of housing.

Objective #4: Rehabilitation of housing units in basically sound structures, and construction of new housing to replace deteriorated structures which have been removed, so that all housing units are safe, sanitary and affordable for continued, long term use.

Objective #5: Opportunity for local investment in housing rehabilitation and in new housing developments.

4.5 Economic Development

A significant portion of the North End neighborhood is a part of the Central Business District. Serious signs of economic and physical deterioration are evident and such conditions may have an effect on other parts of the CBD and as well as adjoining residential areas which have undergone renovation.

Objective #6: General improvement and revitalization of the Main Street retail/commercial areas a) as part of the overall program for the Project Area and b) to support and preserve the improvements achieved along Main Street and the adjoining residential areas.

Objective #7: Encouragement of increased private investment in new building construction and rehabilitation of existing properties.

Objective #8: Provision for additional jobs in retail, office and service activities.

Objective #9: Provision of local retail and other business services sufficient to provide convenience shopping for the Project Area residents and other local and regional residents.

Objective #10: Encourage location of public service facilities in the Project Area.

4.6 Parking

In general the number of parking spaces is in short supply to support the market and land use potential of the Main Street - CBD shopping area. Delivery and service vehicles for the commercial/retail uses off-load on Main Street compounding traffic congestion and further reducing the availability of consumer parking. Residential parking is also in short supply as many properties lack off street parking.

Objective #11: Provision of additional and permanent off-street parking spaces for residential units.

Objective #12: Develop improved vehicular and pedestrian circulation in rear of buildings along the east side of Main Street for off street truck loading and convenience parking for consumers.

4.7 Character

The North End/CBD Project Area has the character of historic Middletown. It is an urban district which has largely retained its traditional building fabric, in contrast with other parts of the CBD where there has been substantial clearance activity. There are multi-story buildings of substantial construction and some have architectural features now recognized as being of historic interest. In fact much of the area is either within an Historic District or could qualify for inclusion in a

historic district. As an older urban area, however, the Project Area suffers from a lack of building maintenance, and appears cluttered with overhead wires, sidewalks need replacement and street surfaces need repaving. Many of the buildings are substandard. The area lacks attractive streetscape features. Parts of the Project Area are capable of reflecting the better architecture and urban character from the past while also serving a current useful purpose.

Objective #13: Remove other impediments to the disposition and development of land by creating unified sites for redevelopment.

Objective #14: Improvements of the general appearance of the North End/CBD Project Area by elimination of detracting features and provision of improvements such as street trees and other streetscaping features.

5. EXISTING PROJECT AREA CONDITIONS

5.1 Existing Structural Conditions

A survey of exterior structural conditions was conducted of the approximate 220 buildings in the Project Area. As a result of the survey, each of the buildings was classified in one of the following five categories:

- . Sound condition
- . In need of minor repairs or adjustments
- . In need of significant repairs; one or more deficiencies requiring significant rehabilitation
- . A combination of major deficiencies requiring reconstruction
- . Major defects not suitable for rehabilitation or reconstruction

The results of the building conditions assessment for the entire area are shown in Table 5.2. Table 5.3 breaks down existing structural conditions of existing commercial/retail buildings, including mixed-use structures along Main Street, Washington Street and Rapallo Avenue. Table 5.4 breaks down existing structural conditions for residential units, not including structures in Table 5.3.

The original Structural Condition Survey as conducted by DeCarlo & Doll was concerned with exterior conditions only. The updated structural conditions map also includes knowledge of interior conditions, using the resources of the City Health Department and of the Greater Middletown Community Corporation, administrators of Middletown's rehabilitation

programs. full code compliance inspection (CT Fire and Life/Safety and Middletown Housing Code) may indicate additional significant structural and/or other deteriorating conditions within the structures.

TABLE 5.2

Table 5.2 includes a breakdown of structural conditions of all buildings in the Project Area.

EXISTING BUILDING CONDITIONS:
(Entire Project Area)
NORTH END/CBD PROJECT AREA

<u>Building Conditions</u>	<u>No. of Buildings</u>	<u>Percent</u>
Sound condition	129	57%
In need of minor repair	57	25%
In need of significant repair	28	12%
Combination of major deficiencies	9	4%
Major defects not suitable for rehabilitation or reconstruction	3	1%
TOTAL	226	100%

TABLE 5.3

Table 5.3 includes a breakdown of structural conditions of existing commercial/retail buildings, including mixed-use structures, along Main Street, Washington Street and Rapallo Avenue.

EXISTING BUILDING CONDITIONS:
(Commercial/Retail Buildings)
NORTH END/CBD PROJECT AREA

<u>Building Conditions</u>	<u>No. of Buildings</u>	<u>Percent</u>
Sound condition	94	76%
In need of minor repair	19	15%
In need of significant repair	9	7%
Combination of major deficiencies	1	1%
Major defects not suitable for rehabilitation or reconstruction	1	1%
	<hr/>	<hr/>
TOTAL	124	100%

TABLE 5.4

Table 5.4 includes a breakdown of principal residential structures within the North End/CBD Project Area.

EXISTING BUILDING CONDITIONS:
(Residential Buildings)
NORTH END/CBD PROJECT AREA

<u>Building Conditions</u>	<u>No. of Buildings</u>	<u>Percent</u>
Sound condition	35	34%
In need of minor repair	38	37%
In need of significant repair	19	19%
Combination of major deficiencies	8	8%
Major defects not suitable for rehabilitation or reconstruction	2	2%
TOTAL	102	100%

5.5 Existing Utilities

Catch basin locations, manhole locations, pipe sizes, pipe types and flow arrows are shown. Utility information was compiled from two references: the Water Pollution Control Authority, City of Middletown and combined sewer separation plans by Middletown Sewer Consultants.

The water and gas main existing utilities map shows the major water and gas systems underlying all streets including the size and type of piping. A number of references were used including: City of Middletown Engineering Division - water main plans; Yankee Gas services, and; combined sewer separation plans as provided by Middletown Sewer Consultants. Main Street, from Court Street to Hartford Avenue, has 2 water mains; one on either side of the road and only a single gas main located near the curb under the northbound lane. It is evident that all areas within the Project Area are accessible to water, gas and sewer service.

5.6 Existing Zoning

The existing zoning map shows the zones in and around the project boundary. Zones are obtained from the Zoning Map of Middletown, CT, effective July 1, 1992. Within the project boundary there are three zones as indicated on Map Number 6. The zones are:

- B-1 Central Business
- MX Mixed-Use
- RF Riverfront Recreation

5.7 Traffic Considerations

The Planning & Zoning Department, in August, 1989, received a report entitled "Downtown Traffic Study" from Wilbur Smith Associates analyzing traffic flow and street conditions in the Central Business District (CBD). On the basis of traffic counts and field observations of problem areas, there were three major intersections identified for high average delays. Two are within the North End Renewal Area and are: Main Street at Washington Street; and, Main Street at Grand Street and Rapallo Avenue.

The consultants also considered the traffic impact of future development activities within the downtown area, including: the recently completed Middlesex Mutual Assurance Company facility when fully occupied; expansion to the Municipal Building complex; an additional 60,000 square feet of State court facilities; and, nearly 200,000 square feet of new office space on the eastern side of the Riverview Center block. Thus, on the basis of traffic generation projections through future development activity, a series of recommendations were made to improve the roadways in and around Middletown's downtown. The "near term improvements" within the North End Renewal Project Area include:

- . Route 66 (Washington Street) - widen to five (5) lanes between Main Street and Vine Street.
- . Intersection of Washington Street/Main Street - modify intersection so that three lanes approach the intersection from each direction; removal of some on-street parking spaces may be necessary.

. Intersection of Washington Street and deKoven Drive - various approach widenings, lane stripings and traffic signal control revisions to accommodate the revised street geometry.

. Intersection of Main Street/Grand Street/Rapallo Avenue - create additional lane on Rapallo Avenue entrance to the intersection; removal of six (6) on-street parking spaces on the north side of Rapallo Avenue; upgrade and optimize traffic signal timing and phasing to allow for off-set movements at intersection.

. Intersection of Main Street and Ferry Street - installation of new traffic signal to facilitate emergency movement of vehicles from Main Street Firehouse.

The "long-range improvements" identified by Wilbur Smith Associates, as they impact the North End Renewal project area, are as follows:

. A full directional grade separated interchange north of the Arrigoni Bridge to accommodate Routes 66 and 9.

. Addition of third south bound lane from Hartford Avenue to Route 17 along Route 9 (already completed); removal of traffic signals at Washington Street and Hartford Avenue; and, the construction of median dividers through the intersections of Washington Street and Hartford Avenue.

. The widening of Rapallo Avenue/deKoven Drive from Main Street to Union Street to four (4) lanes to create a north-south bypass to Main Street.

. Institution of two directional flow on Court Street along its entire length from High Street to deKoven Drive including the removal of on-street parking.

6. PROPOSED LAND USE PLAN

6.1 Map

The general land use plan for the North End/CBD Project Area is shown on Map Number 11, Proposed Land Use Plan.

6.2 Location

The location of boundaries of land use areas and major access routes are diagrammatic and subject to precise delineation under Section 8 of this document.

6.3 Permitted Uses

Only the land uses shown on Map Number 11, Land Use Plan, shall be permitted at the designated locations within the Project Area. The general permitted land use category for the Project Area consists of residential, commercial, retail, office, mixed-use, public use, pedestrian circulation and open space and supporting uses. Specific uses permitted are as follows;

6.4 Retail/Commercial Uses

- Antique shops and interior decorating shops.
- Art galleries and studios.
- Automobile parking areas, public and private.
- Banks or building and loan institutions.
- Bakeries, retail (all products produced to be sold on the premises only).
- Barber and beauty shops.
- Bookstores.
- Business schools.
- Candy or confectionery stores (all products produced to be sold on the premises only).

- Colleges, schools, and institutions of learning (except trade, business, or industrial schools), not operated for profit.
- Conference, meeting and banquet facilities.
- Cultural Facilities
- Department stores.
- Dressmaking or millinery shops.
- Drug or sundries stores.
- Dry cleaning, pressing, and laundry; distributing stations or retail businesses where no cleaning, pressing, or laundry is done for other distributing stations or cleaning establishments.
- Dry goods and notions stores.
- Elderly Day Care and Living Facilities.
- Engraving, watchmaking, and jewelry stores.
- Florist shops
- Furniture stores
- Garages, public or private
- Gift shops
- Grocery stores
- Hardware and equipment stores
- Hotels and Inns, not including motels
- Jewelry stores
- Kiosks
- Laundries
- Libraries, museums, historic buildings and grounds.
- Lounges, nightclubs and dinner clubs.
- Facilities for music and vocal instructions.
- Music stores
- Offices, general and professional
- Passenger shelters of public transportation system
- Photography shops
- Public Safety Complex
- Radio and television stores
- Restaurants, delicatessens, and sidewalk cafes
- Retail specialty facilities (including facilities for the merchandising of shopper's goods, convenience goods, and retail services directly to the consumer).
- Shoe repair shops
- Shoe stores
- Stationery stores
- Tailor shops
- Telephone exchanges
- Theaters (including cinemas)
- Transit Terminals - Bus, Train and Taxi

6.5 Public Uses/Pedestrian Circulation

Public pedestrian circulation and open space, which is defined to include: plazas; squares; courtyards; atriums; arcades; landscaped

areas; sitting places; terraces; and other facilities and spaces designed, constructed, and operated for the circulation, convenience, entertainment, and enjoyment of pedestrians.

Construction of Public or Municipal Facilities which would be beneficial to the Project Area are a permitted use.

6.6 Description of Proposed Actions

The activities proposed by the Plan, as listed, constitute a program for physical change for the North End as shown on Map Number 13, Illustrative Site Plan. They point a direction for the City to undertake in choosing a future course. The potential that the Area possesses can be realized and the general resurgence of the Central Business District can be correspondingly strengthened in both the public and private sectors. The activities in Section 6.6 will consist of Acquisition and Redevelopment in accordance with Section 8 of this plan. Please reference Maps 14 and 15.

- 6.6.1 Creation of improved pedestrian and vehicular circulation.
- Construct a public, a partial or complete right of way between the retail/ commercial area and the residential area on the east side of Main Street for the purpose of improving traffic flows, increasing off- street parking and loading, improving public safety, lessen density and serve as buffer between Main Street commercial/retail uses and the residential area.

(This might be accomplished in conjunction with the acquisition and clearance of the land and structures in parcels A, C AND D.

6.6.2 Consider and evaluate acquisition and clearance of Parcel C. Convey property to private developers and/or non-profit sponsors for the purpose of providing new housing in the Project Area.

6.6.3 Consider and evaluate the construction of a new multi-modal transportation terminal in the North End at Parcel A. If it's not to be constructed at this site existing uses will be maintained.

6.6.4 Assist off-street parking availability in the neighborhood by shared parking between Community Action for Greater Middletown (CAGM) day-time and evening residential at Parcel C.

6.6.5 Consider and evaluate the development of a park, including trees and benches, flower beds, etc. at the area adjacent to the existing tot lot at The east end of Green Street.

6.6.6 Consider and evaluate the development of a public/private plaza and cultural/government center at Parcel D.

6.7 Project Area Improvements

6.7.1 Perform an inspection of all existing housing units within the Project Area. A report shall be prepared on Project Area housing unit conditions which shall be made available

to owners and occupants. The report shall specify housing unit improvements necessary to comply with State of Connecticut Building and Fire and Life/Safety Codes, the City of Middletown Housing Code and rehabilitation standards.

6.7.2 Develop and institute property rehabilitation standards for all properties in the Project Area based on General Property Standards (Section 8.1.2) and including the Secretary of the Interior's Standards for Rehabilitation as a guideline.

6.7.3 Create Design Advisory Board utilizing the Preservation Board or a Historic Properties Commission to serve in a consulting capacity to the Middletown Redevelopment Agency for all improvements to the properties within the Project Area, including new construction and rehabilitation work.

6.7.4 Should the opportunity arise, seek a qualified developer to renovate the Arriyani Hotel for market-rate housing, and provide appropriate financial assistance to this project. If necessary, acquire Parcel B for conveyance to qualified developer for reuse.

6.7.5 Consider and evaluate the reinforcement and preservation of the residential character of the

North End by restricting permitted building heights to three stories above grade within the portions of the Project Area which has been suggested to be zoned NMX.

- 6.7.6 Limit density including number of bedrooms based on acreage.
- 6.7.7 Consider and evaluate the provision of a more attractive appearance for the Ferry-Green Street residential portions of the Project Area by undergrounding all existing overhead utility wires in the area east of Main Street between Washington Street and Rapallo Avenue.
- 6.7.8 Consider and evaluate the improvement of Ferry and Green Streets with distinctive streetscape material such as Belgian Block or decoratively shaped brick pavers, including street trees, etc.
- 6.7.9 Consider and evaluate the upgrading of the utilities during street improvements.
- 6.7.10 Consider and evaluate the installation of new lighting fixtures and stanchions along Ferry Street and Green Street.
- 6.7.11 Consider and evaluate retention of the traditional building scale of Main Street by limiting height of buildings to six (6) stories in the Project Area zoned B1A.
- 6.7.12 Consider and evaluate the provision of improved bus transportation facilities in the downtown such as

reinstating the MAT trolley loop system between St. John's Square and Middlesex Hospital.

6.7.13 Consider and evaluate the renovation and improvement, as necessary, of both the front and the rear facades of all buildings along Main Street within the Project Area.

6.7.14 Consider and evaluate the establishment of a Special Services District under Chapter 105A of the Connecticut General Statutes.

6.7.15 Stimulate private development interest through public investments such as a conference center, municipal and state office building(s).

6.7.16 Re-establish and work closely with a Police Station Building Committee for a facility meeting the long range spatial requirements of the department in a setting near the new courthouse.

6.7.17 Relocation of the St. Vincent de Paul Place soup kitchen from Main Street.

6.7.18 In conjunction with Wesleyan University and other institutions, consider the development of a new Cultural Center in conjunction with new uses in Parcel D.

6.8 Residential Uses

Single or multi-family structures in a sound residential environment, including provision for off-street parking facilities.

- a. Maximum height of structure - three (3) stories; two (2) story buildings are to be minimum height.
- b. Conveniently located off-street parking spaces, provided at the rate of two (2) spaces for each unit.
- c. Lot area, width and yard requirements shall be sufficient to insure proper design and placement of buildings as determined during the Design Review Process to be implemented by the Middletown Redevelopment Agency.

6.9 Internal Circulation

The internal circulation system shall be of the following type, location and character:

6.9.1 Vehicular Circulation

Elements of vehicular access, service and delivery systems, defined to include principal and minor arterial streets serving and traversing the Project Area; internal streets, access ways, and alleys; parking garages and surface parking areas to serve Project Area activities; facilities designed to accommodate emergency access by ambulances and fire and police vehicles; rights-of-way designed to accommodate improved transit service; service and delivery facilities for storage, mass transit shelters, loading and unloading, and trash collection and handling; sign and signal equipment installed to facilitate ease of vehicular access; and other facilities, rights-of-way, and easements designed,

constructed, and operated to permit adequate vehicular access within the Project Area.

6.9.2 Pedestrian Circulation

Sidewalks are to be provided along all streets and public rights of way so as to separate pedestrian and vehicular traffic and to provide convenient access to focal points in the Project Area and adjoining portions of the Project Area. Curb cuts would be eliminated along Main Street in existing access ways to the extent possible to enhance pedestrian circulation. New construction or improvements to existing sidewalks shall be handicapped accessible.

6.10 Public Improvements and Utilities

Public improvements and utilities, shall meet needs and be of the type, location and character as follows:

6.10.1 Utilities

All principal buildings shall be connected to the City sanitary sewer system and to the public water supply system. There is to be adequate storm drainage taking into account the intensity of development contemplated under this Plan and coordinated with Connecticut River flood control programs. Projects and facilities are required to be designed to ensure the availability of adequate electric, CATV, telephone and gas utilities, with the undergrounding of all utilities. Utility easements are to be provided

where pipes and other lines do not coincide with the street system, including locations where existing utilities are feasible for continued use.

6.10.2 Lighting

Ample street lighting is to be provided, and around "Residential" land use areas at a height or intensity that is not obtrusive to the residential ambiance.

6.10.3 Trees and Streetscaping

With the guidance of the Urban Forestry Commission, street trees are to be provided along streets within the Project Area. The facing edges between residential land use areas and the mixed-use land use areas are to be improved with transition treatment by means of street trees, shrubs, flower boxes or other streetscape measures located in streets or easements or on private property.

6.11 Proposed Zoning

It is proposed to rezone portions of the Project Area from the existing B-1, Central Business Zone and MX, Mixed-Use Zone to B-1A, Central Business "A" Zone and NMX, Neighborhood Mixed Use Zone.

The B-1A Zone is generally bounded: Along the east by the rear property lines of properties along the easterly side of Main Street and along the northerly side of Washington Street; to the north by railroad tracks north of Rapallo Avenue to the west by the westerly project boundary; and, to the south by the south streetline of Court Street. The NMX Zone is generally bounded: to the east by the railroad tracks just east of

dekoven Drive(,); to the north by the northerly streetline of Rapallo Avenue(,);- to the west by the rear property lines of properties along the easterly side of Main Street; and, to the south by the rear property lines of the lots fronting Washington Street. The northerly NMX Zone is bounded: to the east by the railroad tracks just west of Route 9; to the north and west by the northerly and westerly project boundaries; and, to the south by the railroad tracks just north of Rapallo Avenue running east-west.

All surrounding property is recommended for rezoning as shown in the proposed zoning map.

7. URBAN RENEWAL TECHNIQUES

7.1 Techniques

The Urban Renewal Techniques established for the Project Area under this Plan are a) private investment in rehabilitation and conservation of existing properties, b) private investment in new construction, c) acquisition, disposition and redevelopment of substandard properties, d) construction of public facility improvements, e) code enforcement and f) provision of technical assistance and guidance for private rehabilitation and conservation and new construction activities.

7.2 Rehabilitation and Conservation

Private investment in rehabilitation and conservation of existing buildings and sites is the primary technique applicable to the Project Area. This procedure is applicable to existing buildings and sites other than those identified for acquisition and redevelopment or for acquisition to enable construction of public facility improvements. It is intended that individual sound properties be conserved and that individual properties having deficiencies be improved in a manner such as the following:

- 7.2.1 By improving the exterior appearance of existing buildings, including signs;
- 7.2.2 By assuring the soundness of buildings and structures for safe and healthful occupancy;

- 7.2.3 By upgrading the functional use and arrangement of buildings so as to alleviate features of obsolescence;
- 7.2.4 By preserving the architectural integrity of buildings having features of historic interest; and
- 7.2.5 By improving the function and appearance of site development for parking, loading, landscaping and other services on individual lots.

7.3 New Construction

Private investment in new construction of additional buildings on vacant or underdeveloped sites, or as replacements for existing, obsolete or otherwise deficient buildings, is a part of the revitalization procedure.

7.4 Acquisition and Redevelopment

The procedure of acquisition, relocation, clearance and redevelopment by the Agency is applicable to those portions of the Project Area for which an Activity Supplement, specifying the acquisition and redevelopment, has been established under the provisions of Section 9 and Section 11 of this Plan. Acquisition, relocation and clearance is applicable where necessary to achieve one or more of the following:

- 7.4.1 Removal of buildings that are structurally substandard to a degree requiring clearance or that have a number and type of other deficiencies which in combination can be remedied only by modification or replacement of major parts of or all of the basic structure;

- 7.4.2 Removal of conditions having a blighting influence; or
- 7.4.3 Assembly of land for redevelopment, and other plan objectives.

To achieve such purposes, properties acquired may consist of two or more contiguous parcels or may consist of individual properties.

- 7.4.4. The Middletown Redevelopment Agency, upon adoption of this plan, may initiate acquisition of those areas identified in the acquisition and relocation schedules. The acquisition of property shall be pursuant to Sections 8-128 through 8-133 inclusive of the Connecticut General Statutes. It is recommended that the Redevelopment Agency either form a Real Estate Subcommittee of its members to guide the negotiating process of acquisition or meet as an agency of the whole to review appraisals and to authorize land acquisition offers. When the Agency determines that a particular acquisition area should be acquired, the Agency should cause to have prepared at least two independent appraisals prepared by qualified appraisers as the basis for negotiating for property.

The Redevelopment Agency may acquire real property by eminent domain with the approval of the Common Council of the City of Middletown in accordance with Sections 8-129 through 8-133, inclusive of the Connecticut General Statutes. Property may be acquired prior to the adoption of approval of the Redevelopment Plan provided the property to be acquired shall be located within an area designated on

the general plan as an appropriate Redevelopment Area or within an area whose boundaries are defined by the Planning & Zoning Commission as an appropriate area for a Redevelopment Project and provided such acquisition shall be authorized by the Common Council. Once acquired by the Agency, the Agency may clear, repair, operate or insure such property while it is in its possession or make site improvements essential to preparation for its use in accordance with the approved Redevelopment Project Plan.

7.4.5 The acquisition schedule for the North End Renewal Project Area is as follows:

<u>BLOCK LOT</u>	<u>ADDRESS</u>	<u>ESTIMATED MARKET VALUE</u>
<u>Acquisition Area "A"</u>		
17-29 6	48 Rapallo Avenue	
17-29 6A & 6B	46 Rapallo Avenue	
17-29 7	36-38 Rapallo Avenue	
17-29 8	10 Rapallo Avenue	
17-29 9A	8 Rapallo Avenue	
		<u>\$708,800</u>
<u>Acquisition Area "B"</u>		
17-35 2	613-617 Main Street	
17-35 1	601-607 Main Street	
17-35 47	12 Liberty Street	
17-35 46	Liberty Street	
		<u>\$796,700</u>
<u>Acquisition Area "C"</u>		
17-37 32	44-46 Ferry Street	
17-37 33	54 Ferry Street	
17-37 34	56 Ferry Street	
17-34 35	58 Ferry Street	
17-34 36	60-62 Ferry Street	
17-34 37	64-66 Ferry Street	
17-34 37A	64-66 Ferry Street	
		<u>\$1,220,400</u>

Acquisition Area "D"

17-52 10	350-354 Main Street
17-52 7	340 Main Street
17-52 48	122-128 Court Street
17-52 47	114-116 Court Street
17-52 46	106-110 Court Street
17-52 45	102-104 Court Street
17-52 44	90 Court Street
17-52 43A & 43	Court Street
17-52 42	74 Court Street

\$4,739,400

Acquisition Area "E"

17-52 A	Superior Court Building	<u>\$2,739,300</u>
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The estimated market value was determined using the resources of the City of Middletown Tax Assessor's Office. The basis for the estimates is the 1987 re-evaluation and sales through mid-1992 in and around each of the five acquisition areas. For purposes of this plan, only the total estimated market value of each acquisition area has been shown.

7.5 Public Facility

The Agency, or the City of Middletown, may from time to time provide public facility improvements such as but not limited to new public buildings, streets, sidewalks, parks, drainage, parking, landscaping and undergrounding of utilities and may acquire property needed for such improvements.

7.6 Code Enforcement

The procedure of property inspection and code compliance is a technique applicable to the Project Area, and such procedure may include use of

the City's general municipal powers to alleviate hazards to the public health and safety.

7.7 Technical Assistance

The Agency, or the City of Middletown, may from time to time provide technical assistance and guidance for private rehabilitation or construction activities with regard to planning, design criteria, financing and conformance with municipal codes and ordinances.

8. RELOCATION PLAN

8.1 Introduction

The North End Renewal Project, as proposed, would involve the relocation of a maximum of twenty-two (22) non-residential businesses/non-profit agencies and a maximum of 101 residential households contained within five project areas. Therefore, this relocation plan will address the processes of relocating non-residential concerns, in Section 8.2 through 8.4 and residential concerns in Section 8.5 through 8.7.

The entire relocation process would be accomplished by the Middletown Redevelopment Agency and the City of Middletown Municipal Development Office.

The North End Renewal Project Relocation Plan is divided into Six (6) additional Subsections as follows:

- 8.2 Identification of Businesses/Non-Profits by Project Area;
- 8.3 Non-Residential Relocation Assistance Advisory Plan;
- 8.4 Anticipated Non-Residential Relocation Expenses by Project Area;
- 8.5 Identification of Residential Units;
- 8.6 Residential Relocation Assistance Advisory Plan; and,
- 8.7 Anticipated Residential Relocation Expenses by Project Area.

8.2 Non-Residential Relocation Plan - Identification of Businesses/Non-Profits

The twenty-two (22) non-residential concerns (businesses and non-profit entities) which would be relocated are situated in four of the five

Project Areas, "A", "B", "C", & "D", as identified Map #14 - Property Acquisition Map.

Note: The identification of the maximum of 22 businesses/non-profit entities includes current non-residential vacancies. However, the 22 business/non-profit entities identified does not include the relocation of the following: the existing Courthouse from deKoven Drive (which accounts for the entire Project Area "E"); the relocation of the Probate Court and adjunct State offices from the 90 Court Street building (located within Project Area "D"); and the relocation of the Middletown Transit District's bus terminal (also located in Project Area "D"). It is safe to assume that the State of Connecticut will voluntarily locate all its existing Court facilities to the new One Court Street building and that the Middletown Transit District, being a City agency, would also relocate voluntarily to accommodate an approved City improvement project.

An overall, basic in-house survey, conducted by City staff members, resulted in the identification of the following twenty-two non-residential uses/vacancies in the Project Areas as follows:

PROJECT AREA "A"

<u>MAP</u>	<u>BLOCK</u>	<u>LOT</u>	<u>ADDRESS</u>	<u>CURRENT USE</u>
22	17-29	6	48 Rapallo Avenue	Commercial/Vacant
22	17-29	6A & 6B	46 Rapallo Avenue	Commercial/Vacant
22	17-29	7	36-38 Rapallo Ave.	Commercial/Vacant
22	17-29	8	10 Rapallo Avenue	Commercial/Fox-Becker Sterry Monuments

PROJECT AREA "B"

<u>MAP</u>	<u>BLOCK</u>	<u>LOT</u>	<u>ADDRESS</u>	<u>CURRENT USE</u>
22	17-35	2	613-617 Main St.	St. Vincent dePaul Place: Non-Profit Soup Kitchen and Offices

PROJECT AREA "C"

<u>MAP</u>	<u>BLOCK</u>	<u>LOT</u>	<u>ADDRESS</u>	<u>CURRENT USE</u>
22	17-37	33	56 Ferry Street	Marino's Restaurant
22	17-37	34	Ferry Street	Marino's Bakery
22	17-37	37	64-66 Ferry St.	Kathleen's a deli Restaurant

PROJECT AREA "D"

<u>MAP</u>	<u>BLOCK</u>	<u>LOT</u>	<u>ADDRESS</u>	<u>CURRENT USE</u>
22	17-52	10	350-354 Main St.	Capitol Liquor Lobby (Front) Vacant Commercial Office (2nd Floor)
22	17-52	7	340 Main Street	Bus Terminal
22	17-52	48*	122-128 Court St.	Insurance & Real Estate Center
			(*refer to 5) a.k.a. 330 Main Street)	
22	17-52	47	114-116 Court St.	Valentino's Cafe
22	17-52	46	106-110 Court St.	Commercial (two vacant spaces plus vacant garage)

PROJECT AREA "D" (CONT'D)

<u>MAP</u>	<u>BLOCK</u>	<u>LOT</u>	<u>ADDRESS</u>	<u>CURRENT USE</u>
22	17-52	45	102-104 Court St.	Commercial (vacant plus vacant garage)
22	17-52	44	90 Court Street	Commercial/Courthouse . Jane's Hair Fashions . Artisan Jewelers . U.S. Rep. Gejdenson . AM Realty . Probate Court and Offices/Services
22	17-52	43A & 43	Court Street	1.67 acres (no bldgs.)
22	17-52	42	74 Court Street	Commercial/Retail . Big Apple Restaurant . Attorney's Shapiro & Shapiro . Weight Watchers . CT Association of Highways

PROJECT AREA "E"

<u>MAP</u>	<u>BLOCK</u>	<u>LOT</u>	<u>ADDRESS</u>	<u>CURRENT USE</u>
22	17-52	A	deKoven Drive	Courthouse

Once the proposed North End Renewal Plan is approved by the Common council of the City of Middletown, project relocation staff will be required to follow the Non-Residential Relocation Assistance Advisory Plan as described in Section 8.3.

8.3. Non-Residential Relocation Assistance Advisory Plan - Surveys to Determine Relocation Needs

8.3.1 Surveys to Determine Relocation Needs

Phase I Surveys

Interviews will be conducted by the Municipal Development Office staff (MDO) and individual business concerns located within each Project Area proposed for activity at the

earliest possible time during the planning phase of that activity. These surveys will be designed to determine the characteristics of each concern which would relate to its possible relocation. These characteristics include tenure, space requirements, number of employees, relocation plans, location preferences, etc. The data to be compiled will be documented on the "Site Occupant Record - Non-residential" on pages 58a. and 58b.

Phase II Surveys

Additional surveys will be made of all occupants of properties to be acquired at the time of the beginning of activity in that area. These surveys will bring up to date the information gathered in the Phase I surveys, and will be more detailed in regard to the specific situation and relocation factors of each concern to be relocated.

8.3.2

Information Program and Field Office

An informational letter for non-residential occupants will be delivered to all non-residential site occupants by the MDO at the time of approval of a project contract with the City. This letter will include at least the following elements:

- a. a complete description of the nature and types of activities which will be undertaken, including delineation of clearance, rehabilitation, conservation and code enforcement areas;
- b. an indication of the availability of relocation

SITE OCCUPANT RECORD—NONRESIDENTIAL				PROJECT NAME _____ PROJECT NO. _____ RELOCATION CASE NO. _____ ACQUISITION PARCEL NO. _____	
LOCALITY/AGENCY _____		INTERVIEWER _____			
DATE OF INITIAL INTERVIEW _____		NAME OF PRINCIPAL OFFICER _____			
NAME UNDER WHICH BUSINESS TRADES/OPERATES _____		HOME ADDRESS _____		TELEPHONE NO. _____	
ADDRESS _____		DATE OF GENERAL INFORMATION NOTICE _____		DATE OF GENERAL INFORMATION NOTICE _____	
DATE OCCUPANT FIRST OCCUPIED THIS LOCATION _____		EFFECTIVE DATE OF NOTICE OF ELIGIBILITY FOR _____		RELOCATION ASSISTANCE _____	
TELEPHONE NO. _____		(INCLUDE COPY OF NOTICES IN CASE FILE)			
OCCUPANT CHARACTERISTICS					
YEARS IN BUSINESS _____ YEARS AT THIS LOCATION _____ TENURE: <input type="checkbox"/> OWNER <input type="checkbox"/> TENANT OPERATION: <input type="checkbox"/> BUSINESS <input type="checkbox"/> NONPROFIT ORG. <input type="checkbox"/> FARM		TYPE OF OWNERSHIP <input type="checkbox"/> SOLE PROPRIETORSHIP <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> CORPORATION <input type="checkbox"/> NONPROFIT ORGANIZATION		CHARACTER OF BUSINESS OPERATION _____ (e.g., manufacturing, wholesale trade, retail trade, business service, personal service, institutional)	
				RACIAL ETHNIC CLASSIFICATION <input type="checkbox"/> WHITE, NOT OF HISPANIC ORIGIN <input type="checkbox"/> BLACK, NOT OF HISPANIC ORIGIN <input type="checkbox"/> AMERICAN INDIAN OR ALASKAN NATIVE <input type="checkbox"/> HISPANIC <input type="checkbox"/> ASIAN OR PACIFIC ISLANDER	
RELOCATION PREFERENCES AND REQUIREMENTS					
SPACE OCCUPIED (At displacement property) SERVICES PROVIDED (if tenant) _____ _____ _____ MONTHLY RENTAL \$ _____		RELOCATION PREFERENCES: <input type="checkbox"/> WILL MAKE OWN PLANS <input type="checkbox"/> NONE <input type="checkbox"/> RENT <input type="checkbox"/> PURCHASE <input type="checkbox"/> BUILD LOCATION CONSIDERATIONS _____ SPACE NEEDS _____ OTHER SPECIAL NEEDS _____ TYPE/SIZE OF BUILDING _____ MAXIMUM MONTHLY RENTAL \$ _____ MAXIMUM SALES PRICE \$ _____ BUSINESS WILL DISCONTINUE OPERATIONS (Explain) _____			
REMARKS: _____ _____ _____					

REFERRALS TO REPLACEMENT LOCATIONS									
DATE	ADDRESS	RENTAL	SALES	RENTAL OR SALES PRICE	DESCRIPTION OF REFERRAL	ACTION ON REFERRAL (If refused indicate reason)			
REPLACEMENT LOCATION									
DATE AGENCY NOTIFIED OF INTENTION TO MOVE					ADDRESS TO WHICH MOVED				
DATE AGENCY INSPECTED PREMISES									
DATE MOVE BEGAN		DATE MOVE COMPLETED			CENSUS TRACT		TELEPHONE		
TENURE AT REPLACEMENT LOCATION: <input type="checkbox"/> OWNED <input type="checkbox"/> RENTED					DESCRIPTION OF REPLACEMENT LOCATION				
RELOCATION PAYMENTS <input type="checkbox"/> ACTUAL MOVING EXPENSES \$ _____ <input type="checkbox"/> REESTABLISHMENT EXPENSES \$ _____ <input type="checkbox"/> FIXED PAYMENT \$ _____ (Include Copy of Claim Form and Related Documentation in Case File)					SALES PRICE \$ _____ MONTHLY RENTAL \$ _____				
TEMPORARY MOVE REASON _____ DATE _____ ADDRESS _____ DATE OF MOVE FROM TEMPORARY LOCATION TO PERMANENT LOCATION _____					REMARKS:				
APPEAL APPEAL FILED <input type="checkbox"/> YES <input type="checkbox"/> NO (If Yes, Include Copy in Case File)									

- payments, including the types of payments, the general eligibility criteria for non-residential occupants, and a precaution that premature moves might make concerns ineligible for benefits;
- c. a statement that no concern lawfully occupying property will be required to move without at least ninety (90) days written notice.
 - d. a map, with clear explanation, showing the boundaries of the project area;
 - e. a statement of the purpose of the non-residential relocation program with a brief summary of the sources and aids available, including a statement that the MDO will provide maximum assistance in locating non-residential relocation sites;
 - f. encouragement to site occupants to visit the Municipal Development Office, to cooperate with the staff to seek their own relocation accommodations, and to notify the MDO prior to their move;
 - g. a statement that the MDO will provide assistance to concerns in obtaining locations of their choice, including assistance in the referral of their complaints of discrimination to the State Human Rights Commission.
 - h. a summary of the Agency's eviction policy; and,
 - i. the address, telephone numbers and hours of the Municipal Development Office.

Services to be Provided to Non-Residential Concerns

Representatives of the Municipal Development Office will periodically visit or call non-residential concerns being displaced in order to consult with them regarding their relocation. These consultants will keep up to date the information gathered in earlier surveys or consultants, and will enable the MDO and these concerns to exchange information on new non-residential listings, listings found to be unsuitable by the concern and other opportunities or problems involved.

Current Information on Relocation Sites and Referrals

Gathering Information on Relocation Sites - the MDO will be responsible for assembling data relating to relocation sites for non-residential concerns.

a. General Data

The MDO continuously collect current information on the availability, costs and floor size of comparable relocation sites. It will do this through a systematic review of all advertised vacancies; direct appeals through agents, brokers and the news media for vacancy listings.

b. Economic Information

Whenever and as often as it is deemed necessary and feasible by the MDO, studies will be conducted and data compiled relating to the various economic and growth potential factors of non-residential vacancies

and building sites. The study will include such elements as property values, growth potentials, zoning ordinances, and other general and economic information concerning individuals sites and/or areas within the City and the surrounding area. This study would be augmented or replaced by any related factors of a Land Utilization and Marketability Study or Economic and Market Analysis Study which may have been conducted for a project or program.

Listings and Referrals

The MDO will maintain an up-to-date file of all known and potential non-residential vacancies and sites for referral to relocating concerns. These listings will include all available information concerning each potential location and the results of whatever economic studies may have been conducted.

Referrals

Relocating concerns will be notified of available locations which are comparable and suitable by providing them, in person or by mail, with copies of the relevant listing sheets. The MDO will also assist, through consultation with the relocating concern, in other considerations or discussion of sites. In the course of these referrals and consultations, the MDO will avoid involvement in or interference with the relocating concern's daily operation or its decisions.

Procedures for Making Relocation PaymentsEligibility

Relocation payments will be made to all eligible project or program area occupants under the provisions of the Uniform Relocation Assistance Act and the State of Connecticut Public Act 838 and carried out in accordance with the policies, procedures and requirements therein.

Notification to Persons in Area

The MDO will notify, in person or by mail at the earliest possible time, all non-residential concerns who may be displaced by project or program activities of the availability of relocation payments, the office where detailed information about the program may be obtained and the dates governing eligibility for the payments.

Assistance in Making Claims

Upon request of a claimant, the MDO will provide assistance in the preparation of claims for relocation payments. The occupant will be required to utilize the claim forms entitled "Claim for Fixed Payment in Lieu of Payment for Actual Moving and Related Expenses", shown on pages 62a. and 62b. and "Claim for Actual Reasonable Moving and Related Expenses", shown on page 62c., 62d., 62e., and 62f.

Time Limit for Submission of Claims

Claims for relocation payments must be submitted by the business concern within six (6) months of the date of the claimant's displacement.

Claim for Fixed Payment in Lieu of Payment
for Actual Moving and Related Expenses

U.S. Department of Housing
and Urban Development



Businesses, Nonprofit Organizations and Farm Operations

OMB Approval No. 2506-0016 (exp. 11/30/95)

For Agency Use Only

Name of Agency	Project Name or Number	Case Number
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Public reporting burden for this collection of information is estimated to average 1.0 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600 and to the Office of Management and Budget, Paperwork Reduction Project (2506-0016), Washington, D.C. 20503.

Instructions. This form is for the use of displaced businesses, nonprofit organizations, and farm operators that wish to apply for a Fixed Payment, rather than apply for a Payment for Actual Reasonable Moving and Related Expenses, including Reestablishment Expenses. The minimum fixed payment \$1,000; the maximum is \$20,000. The Agency will explain the differences between the two payments. If you are eligible to choose either payment, the Agency will help you to determine which is most advantageous. If the full amount of your claim is not approved, the Agency will provide you with a written explanation of the reason. If you are not satisfied with the Agency's determination, you may appeal the determination. The Agency will explain how to make an appeal.

1. **Business.** A business is eligible for a fixed payment, if all of the following conditions are met:
- a. The business either (1) discontinues operations, or, (2) it relocates but is likely to incur a substantial loss of its existing patronage (clientele or net earnings).
 - b. The business is not part of a commercial enterprise having more than three other entities which are not being displaced, and which are under the same ownership and engaged in the same or similar business activities.
 - c. The business operation at the displacement property is not limited solely to the rental of all or a portion of the real property to one or more others.
 - d. The business meets a minimum income test.
2. **Nonprofit Organization.** A displaced nonprofit organization is eligible for a fixed payment, if (1) it discontinues operations, or (2) it relocates but is likely to suffer a substantial loss of its existing patronage (membership or clientele).
3. **Farm Operation.** A displaced farm operation is eligible for a fixed payment if it meets a minimum income test.

Section A. General

1. Name Under Which Claimant Conducts Operations	2. Name Address and Telephone Number of Person Filing Claim on Behalf of Claimant
3a. Address from Which Claimant Moved	
3b. Date First Occupied Property	3c. Date Move Started
4a. Address to Which Claimant Moved	4b. Date Move Completed
5. Type of Operation (Check one) <input type="checkbox"/> Business <input type="checkbox"/> Farm Operation <input type="checkbox"/> Nonprofit Organization	6. Type of Ownership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Nonprofit Organization
7. Is This a Final Claim? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No", attach explanation	

8. Computation of Payment

Item	Amount Claimed	For Agency Use Only
(1) Amount from line (4), (8), (12) or (15) of Section D (If less than \$1,000, enter \$1,000. If more than \$20,000, enter \$20,000)	\$	\$
(2) Amount Previously Received (if any)		
(3) Amount Requested (Subtract line (2) from line (1))	\$	\$

9. Certification by Claimant(s)

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, you may not receive any of the amounts claimed on this form.

I certify that this claim and supporting information are true and complete and that I have not been paid for these expenses from any other source.

Signature(s) of Claimant(s) or Claimant(s) Agent	Title (Type or Print)	Date
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To Be Completed by Agency

Payment Action	Amount of Payment	Signature	Name (Type or Print)	Date
10. Recommended	\$			
11. Approved	\$			

Section B. Gross Receipts Determination for Business or Farm Operation

Item	Base Period		Average	For Agency Use Only
	19	19		
Gross Receipts or Gross Sales, Less Returns and Allowances				
	\$	\$	\$	\$

Section C. General Tax Information (Not to be completed by Nonprofit Organizations)

Name(s) Used on Income Tax Return(s)	Employer Identification Number(s) Shown on Tax Return(s)	Principal Type of Business Activity Reported on Tax Return(s)

Tax Returns Filed With Director of Internal Revenue in:		State	Year	City	State
Year	City				
19			19		

Section D. Computation of Average Net Earnings or Net Revenues for Base Period

Item	Base Period		Average	For Agency Use Only
	19	19		
Table I. Individual or Sole Proprietor (Relates to IRS Form 1040)				
(1) Net Profit (or Loss) Before Taxes from IRS Form 1040	\$	\$	\$	\$
(2) Adjustments (Attach Statement) 1/				
(3) Compensation Paid to Owner, Owner's Spouse, and Dependents (List names and amounts to each)				
(4) Net Earnings (Add lines (1), (2) and (3))	\$	\$	\$	\$
Table II. Corporation (Relates to IRS Form 1120 and 1120-S)				
(5) Taxable Income from IRS Form 1120 (or Ordinary Income from IRS Form 1120-S)	\$	\$	\$	\$
(6) Adjustments (Attach Statement) 1/				
(7) Compensation Paid to Principal Stockholders, Their Spouses, and Dependents (List names and amounts to each) 2/				
(8) Net Earnings (Add lines (5), (6) and (7))	\$	\$	\$	\$
Table III. Partnership (Relates to IRS Form 1065)				
(9) Ordinary Income (or Loss) Before Taxes (From IRS Form 1065)	\$	\$	\$	\$
(10) Adjustments (Attach Statement) 1/				
(11) Compensation Paid to Principal Partners, Their Spouses, and Dependents (List names and amounts to each) 3/				
(12) Net Earnings (Add lines (9), (10), and (11))	\$	\$	\$	\$
Table IV. Nonprofit Organization				
(13) Annual Gross Revenues 4/	\$	\$	\$	\$
(14) Administrative Expenses 5/				
(15) Net Revenues (Subtract line (14) from line (13))	\$	\$	\$	\$

1/ To the extent that the profit/income entry on line (1), (5) or (9) has been reduced by an expense that was not incurred in the base period (e.g., a loss carry forward from a previous year, loss carry back from a later year or declared depreciation in excess of actual depreciation) such expense must be added back on line (2), (6) or (10). To the extent that the entry on line (1), (5) or (9) is inflated by an amount not actually earned in the base period (e.g., refund of State or local income taxes or income included under the tax benefit rule because a deduction taken in a previous year was disallowed), it should be entered on line (2), (6) or (10) as a subtraction.

2/ Principal stockholder is one who owns 15% or more of the corporation.

3/ A principal partner is one with a proprietary interest of 15% or more in the concern.

4/ Gross revenues may include membership fees, class fees, cash donations and other fund collections.

5/ Administrative expenses include rent, utilities, salaries and fund raising costs.

Claim for Actual Reasonable Moving
and Related Expenses
Businesses, Nonprofit Organizations
and Farm Operations

U.S. Department of Housing
and Urban Development



OMB Approval No. 2506-0016 (exp. 11/30/90)

For Agency Use Only

Name of Agency	Project Name or Number	Case Number
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Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600 and to the Office of Management and Budget, Paperwork Reduction Project (2506-0016), Washington, D.C. 20503.

Instructions: This form is for the use of displaced businesses, nonprofit organizations, and farm operators that wish to apply for a Payment for Actual Reasonable Moving and Related Expenses, including Reestablishment Expenses, rather than apply for a Fixed Payment. (The maximum fixed payment is \$20,000.) The Agency will explain the differences between the two types of payments. If you are eligible to choose either payment, the Agency will help you to determine which is most advantageous. If the full amount of your claim is not approved, the Agency will provide you with a written explanation of the reason. If you are not satisfied with the Agency's determination, you may appeal the determination. The Agency will explain how to make an appeal.

Section A - General

1. Name Under Which Claimant Conducts Operations		2. Name, Address and Telephone Number of Person Filing Claim on Behalf of Claimant	
3a. Address From Which Claimant Moved		3b. Date First Occupied Property	3c. Date Move Started
4a. Address to Which Claimant Moved		4b. Date Move Completed	

5. Type of Operation (Check One)	6. Type of Ownership (Check One)	7. Is This a Final Claim?
<input type="checkbox"/> Business <input type="checkbox"/> Farm Operation <input type="checkbox"/> Nonprofit Organization	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Nonprofit Organization	<input type="checkbox"/> Yes <input type="checkbox"/> No If "No", Attach Explanation

8. Computation of Payment	Item	Amount Claimed	For Agency Use Only
(1) Moving Expenses (From Section B)		\$	\$
(2) Storage Costs (From Section C)			
(3) Reasonable Search Expenses (From Section D)			
(4) Actual Direct Loss of Personal Property and Substitute Personal Property (From Section E)			
(5) Reestablishment Expenses (From Section F)			
(6) Other (Attach Explanation)			
(7) Total Amount Claimed (Add Lines (1) thru (6))		\$	\$
(8) Amount Previously Received (If Any)			
(9) Amount Requested (Subtract Line (8) From Line (7))		\$	\$

9. Certification By Claimant(s)

Warning: If you knowingly make false statements on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, you may not receive any of the amounts claimed on this form. I certify that this claim and supporting information are true and complete and that I have not been paid for these expenses from any other source.

Signature(s) of Claimant(s) or Claimant(s) Agent	Title (Type or Print)	Date
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To Be Completed By Agency

Payment Action	Amount of Payment	Signature	Name (Type or Print)	Date
10. Recommended	\$			
11. Approved	\$			

Section 8 - Supporting Data For Moving Expenses (Not Identified in Sections C, D, E or F)		If claim is for approved move, only Line (9). Total Costs, needs to be (Netted)		
Identification of Type of Work Performed	Name, Address and Telephone Number of Contractor	Should Payment Be Made Directly to Contractor?	Amount Claimed	For Agency Use Only
		Yes No		
(1)			\$	\$
(2)				
(3)				
(4)				
(5)				
(6)				
(7)				
(8)				
(9) Total Costs (Enter this amount on Line (1) of Item 8, Section A)			\$	\$

Section C - Supporting Data for Storage Costs				
Is This a Final Claim For Storage? <input type="checkbox"/> Yes <input type="checkbox"/> No		Computation of Storage Costs		
Date Moved to Storage	Date Moved From Storage	Item	Amount	For Agency Use Only
Name and Address of Storage Company		Monthly Rate for Storage	\$	\$
		Number of Months in Storage		
		Total Storage Costs (Enter on Line (2) of Item 8, Section A)	\$	\$
Should Payment be Made Directly to Storage Company? <input type="checkbox"/> Yes <input type="checkbox"/> No		Amount Previously Received (Include This Amount in Line (8) of Item 8, Section A)	\$	\$

Description of Property Stored (List may be attached)

Section D - Determination of Reasonable Amount of Search Expenses				
Item			Amount Claimed	For Agency Use Only
(1) Searching Time	Number of Hours	Hourly Rate of Earnings	\$	\$
	() x ()			
(2) Transportation (Consult with displacing agency on allowable rate per mile for use of personal vehicle)				
(3) Lodging (Dates:)			Attach receipts	
(4) Fees Paid to Real Estate Broker or Agent (Attach contract or other evidence)				
(5) Cost of Meals				
(6) Other Expenses (Specify and attach receipts)				
(7) Total Searching Expenses (Add Lines (1) thru (6). Enter this amount, or \$1,000, whichever is less, on Line (3) of Item 8, Section A.)			\$	\$

Section F - Determination of Reestablishment Expenses

Identification of Type of Work Performed	Line, Address and Telephone Number of Contractor	Should Item Be Made Directly to Contractor?		Amount Claimed	For Agency Use Only
		Yes	No		
(1)				\$	\$
(2)					
(3)					
(4)					
(5)					
(6)					
(7)					
(8)					
(9) Total Amount (Enter this amount, or \$10,000, whichever is less, on Line (5) of Item 8, Section A)				\$	\$

Eligible Moving and Related Expenses (Sections 8, C, D, and E).

Eligible Reestablishment Expenses (Section F).

- Transportation of personal property from the displacement site to the replacement site. Transportation costs for a distance beyond 50 miles are not eligible, unless the Agency determines that relocation beyond 50 miles is justified.
- Packing, crating, uncrating, and unpacking the personal property.
- Disconnecting, dismantling, removing, reassembling and installing relocated and substitute machinery, equipment and other personal property. This includes connection to utilities available nearby and modifications to the personal property necessary to adapt it to the replacement structure, the replacement site, or to the utilities at the replacement site, and modifications necessary to adapt the utilities to the personal property.
- Storage of the personal property, as the Agency determines to be reasonable and necessary.
- Insurance for the replacement value of personal property in connection with the move and necessary storage. Or, if insurance is not readily available, the replacement value of property lost, stolen, or damaged in the process of moving (not due to negligence by displaced person).
- Any license, permit or certification required of the displaced person at the replacement location. However, the payment may be based on the remaining useful life of the existing license, permit, or certification.
- Professional services necessary for (i) planning the move of the personal property, (ii) moving the personal property, or (iii) installing the relocated personal property at the replacement location.
- Relettering signs and replacing stationery made obsolete as a result of the move.
- Searching for a replacement location.
- Actual direct loss of tangible personal property.
- Purchase of substitute personal property.
- Other moving-related expenses, as approved by the Agency.
- Repairs or improvements to the replacement real property as required by law, code or ordinance.
- Modifications to the replacement property to accommodate the business or make the replacement structure suitable for conducting the business.
- Construction and installation of exterior signs, not to exceed \$1,500, to advertise the business.
- Providing utilities from the right-of-way to improvements on replacement site.
- Redecoration or replacement of soiled or worn surfaces at the replacement site, such as paint, panelling or carpeting.
- Licenses, fees and permits when not paid as part of moving expenses.
- Feasibility surveys, soil testing and marketing studies.
- Advertisement of replacement location, not to exceed \$1,500.
- Professional services in connection with purchase or lease of a replacement site.
- Estimated increased costs of operation during the first 2 years at the replacement site, not to exceed \$5,000 (e.g., rent, utilities, taxes and insurance.)
- Impact fees or one-time assessments for anticipated heavy utility usage.

Ineligible Expenses

- Loss of good will.
- Loss of profits.
- Loss of trained employees.
- Personal injury.
- Interest on money borrowed to make the move or purchase the replacement property.
- Purchase of office furniture, trade fixtures, manufacturing materials, supplies or product inventory (except as substitute personal property as provided for in Section E).
- Any legal fee or other cost for preparing the claim for moving and related expenses or for representing the claimant before the Agency.
- Costs for storage of personal property on real property already owned or leased by the displaced person.

8.3.5

Review

Determining Eligibility

The MDO will be responsible for determining the eligibility of a claim for, and the amount of, payment in accordance with Federal and State regulations and procedures. Once the final determination is made, there will be no adjustment of the amount for any reason unless an error is detected, or the Agency is directed by the Federal and State governments or a court, to make an adjustment as a result of a review of a claimant's grievance.

Relocation Payments Documentation

The MDO will maintain in its files complete and proper documentation supporting the determination made with respect to each claim. The determination will be made or approved by the Chairman of the Redevelopment Agency, and the Mayor of the City of Middletown and/or a duly authorized designee.

8.3.6

Prior HUD Approval

Not applicable unless Federal funds are utilized. If Federal dollars are used, HUD approval will be sought as applicable.

8.3.7

Payment of Claims

All non-residential relocation payments will be made in accordance with the regulations, guidelines and procedures promulgated by Federal and State Law.

Eligible businesses may choose to claim either reimbursement for real moving and related expenses and real property loss

or a fixed payment in lieu of real moving expenses. The fixed payment will not exceed \$20,000.

Timing of Payment

A payment will be made by the Agency as promptly as possible after a claimant's eligibility has been determined. Advance payments may be made in hardship cases if the Agency determines such advances to be appropriate (e.g. the claimant needs money for security deposit on a replacement site).

Set-Off Against Claim

In instances where otherwise eligible claimants have unpaid financial obligations to the Agency, the Agency may set off these obligations against the claimant's relocation payments.

8.3.8 Procedures to Avoid Duplicate Payments

Any person who receives a relocation payment as part of an eminent domain award, under State Laws governing same, shall not receive a duplicate relocation payment of which he may be entitled to under these guidelines.

8.3.9 Payments Not to be Considered as Income

Federal and State regulations provide that relocation payments are not to be considered as income for Federal Income Tax purposes or for determining eligibility or extent of eligibility of a person under the Social Security Act or any other Federal Law.

8.3.10 Termination of Relocation Assistance

The MDO will provide assistance to non-residential concerns until permanent relocation has been successfully achieved and all relocation payments have been made. In general, the only circumstances under which the Agency's obligation ceases are the following:

- a. The business concern or non-profit organization has received all assistance and payment to which it is entitled and has either successfully relocated or ceased operations;
- b. The site occupant refuses to accept one or a reasonable number of offers of accommodations meeting the Agency's relocation standards. (In the case of continuous refusal to admit a relocation interviewer who attempts to provide assistance, visits the site occupant at reasonably convenient times and has, whenever possible, given notice of his intention to visit the site occupant, the Agency and/or its staff shall write, telephone or take other reasonable steps to communicate with the site occupant before terminating assistance.)

8.3.11 Eviction Policy

Site occupants will be evicted only as a last resort. Eviction in no way effects the eligibility of non-residential concerns for relocation payments. The Municipal Development Office records will be

documented to reflect the specific circumstances surrounding the eviction from Agency acquired property. Eviction shall be undertaken only for one or more of the following reasons:

1. refusal to accept one of a reasonable number of offers or accommodations meeting the Agency's relocation standards; or,
2. the eviction is required by State or local Law and cannot be prevented by the Agency.

8.3.12 Relocation Records and Reports

The MDO will keep up-to-date records on the relocation of all site occupants. These records shall be retained for inspection and audit for a period of three (3) years following completion of the project or program or the completion of the making of relocation payments, whichever is later. All of the information will be compiled on a "Non-Residential Relocation Management Report", as shown on Page 66a.

Relocation Record

The MDO will develop and also maintain a relocation record, beginning with the information secured during the first interview to assess the needs of the displaced occupant. The record shall contain all data relating to relocation of the displaced occupant, including the nature and dates of services that are provided, the type and amount of relocation payments

dining area may substitute for a separate dining room. Under some circumstances, attic space could substitute for basement space for storage purposes, and vice versa. Generally, a comparable replacement dwelling must contain approximately the same amount of space as the displacement dwelling. However, when the displacement dwelling is dilapidated, a smaller "decent, safe and sanitary" replacement dwelling (which by definition is "adequate to accommodate the displaced person") may be determined to be functionally equivalent to the displacement dwelling.

- 4) In an area not subject to unreasonable adverse environmental conditions from either natural or human sources.
- 5) Currently available to the displaced person. A dwelling is considered "available" if the person is informed of the location of the dwelling; has sufficient time to negotiate and enter into a purchase agreement or lease for the dwelling; and, subject to reasonable safeguards, is assured of receiving the relocation assistance and acquisition payment, if applicable, in sufficient time to complete the purchase or lease.

a) If the person does not receive a government housing subsidy before displacement, the comparable replacement dwelling must be available on the private market and not require a government housing subsidy.

b) A comparable replacement dwelling for a person receiving government housing assistance before displacement may reflect similar government housing assistance, such as:

- . A government-owned public housing unit may qualify as a comparable replacement dwelling only for a period displaced from a public housing unit.

- . A privately owned dwelling with a project-based housing subsidy (i.e. subsidy tied to the unit) may qualify as a comparable replacement dwelling only for a person displaced from a similarly subsidized unit or government-owned public housing unit.

- . a privately owned dwelling made affordable by a housing program

subsidy to a person (i.e. subsidy not tied to the building), such as Section 8 Existing Housing Program Certificate or Housing Voucher, may qualify as a comparable replacement dwelling for a person receiving a similar subsidy before displacement or displaced from a unit with a project-based subsidy.

8.6.4 Replacement Housing Referrals

Gathering information on Replacement Housing will be the responsibility of the City. The City will also compile and assemble data relating to relocation sites for residential concerns.

- a. The MDO will continuously collect current information on the availability of rental units, rental costs and room size of comparable relocation sites. It will do this through a systematic review of all advertised vacancies; direct appeals through agents, brokers and the news media for vacancy listings.

- b. Economic Information and Listings

Whenever and as often as it is deemed necessary and feasible by the MDO, studies will be conducted and data compiled relating to the current residential rental costs -- refer to the Newspaper Rent Survey on page 80.

c. Referrals

Relocating concerns will be notified of available locations which are comparable and suitable by providing them, in person or by mail, with copies of the relevant listing sheets. The MDO will also assist, through consultation with the relocating concern, in other considerations or discussion of sites. In the course of these referrals and consultations, the MDO will avoid involvement in or interference with the relocating concern's daily operation or its decisions.

8.6.5 Procedures for Making Relocation Payments

Eligibility

Relocation payments will be made to all eligible project or program area occupants under the provisions of the Uniform Relocation Assistance Act and Chapter 135 of the Connecticut General Statutes carried out in accordance with the policies, procedures and requirements contained therein.

Notification to persons in Area

Again, the MDO will notify, in person or by mail at the earliest possible time, all residential tenants who will be displaced by project. Relocation payment eligibility and the office where detailed information about the project may be obtained and will also be described in the notice to tenants.

NEWSPAPER RENT SURVEY
(Source: Middletown Press)
(MIDDLETOWN ONLY)

Day of Publication	Eff.	1 Br.	2 Br.	3 Br.	4 Br.	5 Br.
5/2/92						
Total Avg. Rent	0	\$524	\$596	\$727	0	0
5/9/92						
Total Avg. Rent	\$425	\$489	\$618	\$722	0	0
5/16/92						
Total Avg. Rent	\$423	\$503	\$612	\$665	0	0
5/23/92						
Total Avg. Rent	\$410	\$499	\$609	0	\$795	0
5/30/92						
Total Avg. Rent	\$410	\$487	\$509	\$775	0	0
6/6/92						
Total Avg. Rent	\$425	\$488	\$625	0	0	0
6/13/92						
Total Avg. Rent	\$395	\$494	\$567	\$655	0	0
6/20/92						
Total Avg. Rent	\$395	\$479	\$591	\$650	0	0
6/27/92						
Total Avg. Rent	\$410	\$509	\$598	\$700	0	0
7/6/92						
Total Avg. Rent	\$425	\$466	\$580	0	0	0
OVER-ALL AVG. RENT	\$413	\$494	\$601	\$699	\$795	0
TOTAL UNITS	13	122	107	11	1	0
AVERAGE UNITS/WEEK	1.3	12.20	10.70	1.10	0.10	0

Assistance in Making Claims

Upon request of a claimant, the MDO will provide assistance in the preparation of claims for relocation payments. The occupant will be required to utilize the claim forms entitled "Claims for Rental or Purchase Assistance", as shown on pages 81a. and 81b. and "Claim for Reasonable Moving and Related Expenses -- Families and Individuals as shown on pages 81c. and 81d.

Time Limit for Submission of Claims

Claims for relocation payments must be submitted by the tenant/head of household within six (6) months of the date of the claimant's displacement.

8.6.6

Review

Determining Eligibility

The MDO will be responsible for determining the eligibility of a claim for, and the amount of, payment in accordance with Federal and State regulations and procedures. Once the final determination is made, there will be no adjustment of the amount for any reason unless an error is detected, or the City is directed by the Federal and State governments or a court, to make an adjustment as a result of a review of a claimant's grievance.

Relocation Payments Documentation

The MDO will maintain in its files complete and proper documentation supporting the determination made with respect to each claim. The determination will be made or approved

Claim for Moving and Related Expenses
Families and Individuals

U.S. Department of Housing
and Urban Development



OMB Approval No. 2506-0016 (exp. 11/30/90)

For Agency Use Only

Name of Agency _____ Project Name or Number _____ Case Number _____

Public reporting burden for this collection of information is estimated to average 0.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600 and to the Office of Management and Budget, Paperwork Reduction Project (2506-0016), Washington, D.C. 20503.

Privacy Act Notice: This information is needed to determine whether you are eligible to receive a payment for moving and related expenses. You are not required to furnish this information, but if you do not provide it, you may not receive any payment for these expenses or it may take longer to pay you. This information is being collected under the authority of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970. The information may be made available to a Federal agency for review.

Instructions: This claim form is for the use of families and individuals applying for payment of moving and related expenses. You may apply for either (1) a fixed allowance, or (2) an amount to cover the actual moving and related expenses incurred (as described on page 2 of this form). A claim for actual expenses must be supported by receipts or other evidence. The Agency will explain the differences between the two types of payments and will help you complete this form. If the full amount of your claim is not approved, the Agency will provide you with a written explanation of the reason. If you are not satisfied with the Agency's determination, you may appeal that determination. The Agency will explain how to make an appeal.

1. Your Name(s) (You are the Claimant(s)) _____ 1a. Present Mailing Address(es) of Claimant(s) _____ 1b. Telephone Number(s) _____

2. Have All Members of the Household Moved to the Same Dwelling? ☐ Yes ☐ No
(If "No", list the names of all members and the addresses to which they moved in the Remarks Section.)

Dwelling	Address (Include Apartment No.)	How Many Rooms Did You Occupy?	Was it Furnished With Your Own Furniture?	When Did You Move To This Unit?
----------	---------------------------------	--------------------------------	---	---------------------------------

3. Unit That You Moved From _____ ☐ Yes ☐ No

4. Unit That You Moved To _____
*Excluding bathrooms, hallways and closets

5. Is This a Final Claim? ☐ Yes ☐ No (If "No", Explain in Remarks Section)

Item	6a. Fixed Allowance	6b. Actual Moving Expenses	For Agency Use Only
(1) Moving Cost		\$	\$
(2) Transportation Cost - Families and Individuals			
(3) Cost of Insurance Covering Move and/or Storage			
(4) Storage Cost (Complete Item 10 on page 2)			
(5) Other (Explain in Remarks Section)			
(6) Total Amount of Claim Consult Agency for amount of fixed allowance	\$	\$	\$
(7) Amount Previously Received (If any)			
(8) Amount Requested (Subtract Line (7) from Line (6))	\$	\$	\$

7. Certification By Claimant(s)

Warning: If you knowingly make false statements on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition you may not receive any of the amounts claimed on this form.

I certify that this claim and supporting information are true and complete and that I have not been paid for these expenses by any other source. I ask that the amount on Line (8) of Item 6 be paid directly to _____ me _____ the contractor(s) (as specified in the Remarks Section).

Signature(s) of Claimant(s) _____ Date _____

To Be Completed By Agency

Payment Action	Amount of Payment	Signature	Name, Title or Print	Date
----------------	-------------------	-----------	----------------------	------

3. Recommended \$ _____

3. Approved \$ _____

10. Supporting Data For Storage Costs (Describe property stored in Remarks Section or attach list.)

Is This a Final Claim For Storage?

☒ Yes ☐ No

Completion of Storage Costs

Date Moved to Storage	Date Moved From Storage	Item	Amount	For Agency Use Only
Name and Address of Storage Company		Monthly Rate for Storage	\$	\$
		Number of Months in Storage		
		Total Storage Costs (Enter on Line (4) of Item 6b)	\$	\$
Should Payment be Made Directly to Storage Company?		Amount Previously Received (Include This Amount in Line (7) of Item 6b)	\$	\$
Remarks (Attach additional sheets, if necessary)				

- Moving and Related Expenses Which Are Paid For
1. Transportation of individuals, families and personal property from the displacement site to the replacement site. Transportation costs for a distance beyond 50 miles are not eligible, unless the Agency determines that relocation beyond 50 miles is justified.

2. Packing, crating, uncrating and unpacking of personal property.

3. Necessary charges for the removal and hookup of appliances, equipment and other items, not acquired as real property

4. Storage of the personal property, as determined necessary by the Agency.

5. Insurance of the personal property in connection with the move and necessary storage.

6. The replacement value of property lost, stolen or damaged in the move where insurance is not reasonably available.
- Moving and Related Expenses Which Are Not Paid For
1. Cost of moving any building or other real property in which the displaced person reserved ownership.

2. Interest on a loan to cover moving expenses.

3. Personal injury.

4. Any legal fee or other cost for preparing the claim for moving and related expenses or for representing the claimant before the Agency.

5. Expenses for searching for a replacement dwelling.

Claim for Rental or Purchase Assistance
Under Section 104(d) of Housing and Community
Development Act of 1974, as amended

U.S. Department of Housing
and Urban Development



OMB Approval No. 2506-0016 (exp. 11/30/90)

For Agency Use Only

Name of Agency	Project Name or Number	Case Number
----------------	------------------------	-------------

Public reporting burden for this collection of information is estimated to average 1.0 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600 and to the Office of Management and Budget, Paperwork Reduction Project (2506-0016), Washington, D.C. 20503.

Privacy Act Notice: This information is needed to determine whether you are eligible to receive a payment to help you rent or buy a new home. You are not required by law to furnish this information, but if you do not provide it, you may not receive this payment or it may take longer to pay you. This information is being collected under the authority of Section 104 (d) of the Housing and Community Development Act of 1974, as amended. The information may be made available to a Federal agency for review.

Instructions: This claim form is for the use of families and individuals applying for a rental or purchase assistance payment. The Agency will help you complete this form. If the full amount of your claim is not approved, the Agency will provide you with a written explanation of the reason. If you are not satisfied with the Agency's determination, you may appeal that determination. The Agency will explain how to make an appeal.

1. Your Name(s) (You are the Claimant(s))	1a. Your Present Mailing Address(es)	1b. Your Telephone Number(s)
---	--------------------------------------	------------------------------

2. Have all members of the household moved to the same dwelling? Yes ☐ No ☐
(If "no", list names of all members and the address to which they moved in the Remarks Section on page 2)

Dwelling	Address	When Did You Rent/Buy This Unit?	When Did You Move To This Unit?	When Did You Move Out of This Unit?
3. Unit That You Moved From				
4. Unit That You Moved To				

5. Computation of Payment

Instructions: Complete items 13 and 14 on the back of this form before completing this section. If you are filing for purchase assistance, check this box ☐ and skip line (1).

Item	To be Completed by Claimant	For Agency Use Only
(1) Monthly Rent and Estimated Average Monthly Utility Costs for Unit That You Moved To (from item 13, line (7), column (a))	\$	\$
(2) Monthly Rent and Estimated Average Monthly Utility Costs for Comparable Replacement Dwelling (from item 13, line (7), column (c)) (To be provided by Agency)		
(3) Lesser of line (1) or (2) (If claim is for purchase assistance enter amount from line (2))		
(4) Total Tenant Payment (from item 14, line 9)		
(5) Monthly Need (Subtract line (4) from line (3)).		
(6) Amount of Payment (Renters multiply amount on line (5) by 60; Agency will determine purchase assistance amount)		
(7) Cost of Security Deposit		
(8) Cost of Credit Check		
(9) Amount of Claim (Add lines (6), (7) and (8).)	\$	\$
(10) Amount Previously Received, if any		
(11) Amount Requested (Subtract line (10) from line (9))	\$	\$

6. Certification by Claimant(s)

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, you may not receive any of the amounts claimed on this form.

I certify that this claim and supporting information are true and complete and that I have not been paid for these expenses from any other source.

Signature(s) of Claimant(s)	Date
-----------------------------	------

To Be Completed by Agency

7. Effective date of eligibility for relocation assistance	8. Date of referral to comparable replacement dwelling	9. Date replacement dwelling inspected and found decent, safe and sanitary
--	--	--

10. Payment to be made in: ☐ Lump Sum ☐ Monthly Installments ☐ Other (Specify in Remarks Section)

Payment Action	Amount of Payment	Signature	Name (Type or Print)	Date
11. Recommended	\$			
12. Approved	\$			

13. Determination of Rent and Average Monthly Utility Costs

Instructions: To compute the payment, entries on line (7) must reflect all utility services. Therefore, identify on lines (2) through (6) each utility necessary to provide heat, hot water, cooking, lighting, and water and sewer. In those cases where the utility service is not covered by the monthly rent, indicate the estimated out-of-pocket monthly cost. In those cases where the utility service is covered by the monthly rent, enter "IMR" (In Monthly Rent). Determine the estimated average monthly cost of a utility service by dividing the reasonable estimated yearly cost by 12.

Item	Average Monthly Cost		
	Unit That You Moved To (Do not complete if claim is for purchase)		Comparable Replacement Dwelling
	(a) Claimant	(b) For Agency Use Only	(c) To Be Provided by Agency
(1) Rent (The amount paid under the terms and conditions of occupancy. It may or may not cover any utilities.)	\$	\$	\$
(2)			
(3)			
(4)			
(5)			
(6)			
(7) Total Monthly Rent and Utility Costs (Add lines (1) through (6))	\$	\$	\$

14. Determination of Total Tenant Payment Under 24 CFR 813.107

Item	Household Income	
	(a) To be Completed by Claimant	(b) For Agency Use Only
(1) Annual income of household. Count all income of members who are at least 18 years old and unearned income of those 17 or less. (List name of each member and income amount.)	\$	\$
(2) Income from "net family assets" (under 24 CFR 813.102)		
(3) Total gross annual income (Add lines (1) and (2))		
(4) Adjustments to income (under 24 CFR 813.102)		
(a) Dependent deduction (\$480 X number of dependents)		
(b) Elderly household deduction (Enter \$400, if head of household or spouse is 62 years or older or handicapped or disabled)		
(c) Allowable child care expenses (expenses for children 12 and under that enable a family member to work or further education)		
(d) Allowable medical expenses (Apply only if head of household or spouse is 62 years or older or handicapped or disabled)		
(e) Allowable handicapped assistance expenses (expenses that enable handicapped or disabled person to work or another household member to work)		
(f) Total adjustments to income (Add lines (4)(a) through (4)(e))		
(5) Subtract line (4)(f) from line (3) (This is annual adjusted income)		
(6) Divide line (5) by 12 (This is monthly adjusted income)		
(7) 30 % of line (6)		
(8) 10 % of gross monthly income (Divide line (3) by 12)		
(9) Greater of line (7) or (8) (Enter in item (5), line (4)) ^[1]	\$	\$

Remarks:

[1] If a person receives public welfare assistance in State designating specific portion of such assistance for shelter costs (see 24 CFR 813.107 (a)(3)), enter the designated amount in item (5), line (4), if it is greater than amount in item (14), line (9).

by the Chairman of the Redevelopment Agency, and the Mayor of the City of Middletown and/or a duly authorized designee.

8.6.7 Prior HUD Approval

Not applicable unless Federal funds are utilized. If Federal dollars are used, HUD approval will be sought as applicable.

8.6.8 Payment of Claims

All residential relocation payments will be made in accordance with the regulations, guidelines and procedures promulgated by Federal and State Law.

Timing of Payment

A payment will be made by the City as promptly as possible after a claimant's eligibility has been determined. Advance payments may be made in hardship cases or as required by State Law, if the City determines such advances to be appropriate (e.e. the claimant needs money for security deposit on a replacement site).

Set-Off Against Claim

In instances where otherwise eligible claimants have unpaid financial obligations to the City, the City may set off these obligations against the claimant's relocation payments.

8.6.9 Procedures to Avoid Duplicate Payments

Any person who receives a relocation payment as part of an eminent domain award, under the State Laws governing same, shall not receive a duplicate relocation payment of which he

may be entitled to under these guidelines. However, the City may make a relocation payment for any difference between the relocation payment prescribed by the court and the amount entitled to such person under these guidelines.

8.6.10 Payments Not to be Considered as Income

Federal and State regulations provide that relocation payments are not to be considered as income for Federal Income Tax purposes or for determining eligibility or extent of eligibility of a person under the Social Security Act or any other Federal Law.

8.6.11 Termination of Relocation Assistance

The MDO will provide assistance to residential concerns until permanent relocation has been successfully achieved and all relocation payments have been made. In general, the only circumstances under which the City's obligation ceases are the following: -

- a. The tenant received all assistance and payment to which it is entitled and has either been successfully relocated or ceased operations;
- b. The site occupant refuses to accept one or a reasonable number of offers of accommodations meeting the City's relocation standards. (In the case of continuous refusal to admit a relocation interviewer who attempts to provide assistance, visits the site occupant at reasonably convenient times and has, whenever possible, given notice of his intention to

visit the site occupant, the City and its staff shall write, telephone or take other reasonable steps to communicate with the site occupant before terminating assistance.)

8.6.12 Eviction Policy

Site occupants will be evicted only as a last resort. Eviction in no way effects the eligibility of residential concerns for relocation payments. The Municipal Development Office records will be documented to reflect the specific circumstances surrounding the eviction from City acquired property. Eviction shall be undertaken only for one or more of the following reasons:

- a. refusal to accept one of a reasonable number of offers of accommodations meeting the City's relocation standards; or
- b. the eviction is required by State or local Law and cannot be prevented by the City.

8.6.13 Relocation Records and Reports

The MDO will keep up-to-date records on the relocation of all site occupants. These records shall be retained for inspection and audit for a period of three (3) years following completion of the project or program or the completion of the making of relocation payments, whichever is later. All of the information will be compiled on a "Residential Relocation Management Report", shown on the following page (84a.).

MANUAL - JK 1378
APPENDIX 22
Page of

PROJECT NAME AND NUMBER

[illegible]

made and the location to which those displaced are relocated, including a description and/or inspection certificate for the accommodation.

8.4 Anticipated Non-Residential Relocation Expenses

The total expense to relocate a maximum of twenty-two (22) non-residential business/non-profit entities in the project areas is estimated at \$460,00. This figure reflects anticipated expenditures to cover the relocation of twenty-two "small"¹ businesses at the maximum eligible fixed payment of \$20,000. It is important to note in several cases, the City may only be required to pay actual costs which could range from \$1,000 - \$19,999.

The anticipated non-residential relocation expenses by project area are as follows:

Project Area "A"	\$ 80,000
Project Area "B"	\$ 20,000
Project Area "C"	\$ 60,000
Project Area "D"	\$300,000
Project Area "E"	-0-

Total:	\$460,000
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8.5 Residential Relocation Plan - Identification of Housing Units

The One-Hundred and One (101) residential housing units which would be relocated are situated in three of the five Project Areas, "B", "C", & "D", as identified on Map #14.

¹ Employing less than 500 persons

An overall, basic in-house survey, conducted by City staff, resulted in the identification of the 101 residential housing units in the following respective Project Areas as follows:

PROJECT AREA "A"

MAP	BLOCK LOT	ADDRESS	NO. OF UNITS, # OF ROOMS, RENT
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NO RESIDENTIAL UNITS

PROJECT AREA "B"

MAP	BLOCK LOT	ADDRESS	# OF ROOMS, RENT
-----	-----------	---------	------------------

22	17-35 1	601-607 Main Street and Liberty Street	78 SRO Units \$250-\$300
22	17-35 47	12 Liberty Street	Single Family Home and Garage

PROJECT AREA "C"

MAP	BLOCK LOT	ADDRESS	# OF ROOMS, RENT
-----	-----------	---------	------------------

22	17-37 32	44-46 Ferry Street	6 Units: (3) One-bedrooms \$350/\$375/\$425 (1) Two-bedroom \$400 (2) Three-bedrooms \$500/\$550
22	17-37 34	54-56 Ferry Street (rear)	2 Units: (2 vacant*) (*under renovation)
22	17-37 34	54-56 Ferry Street (front)	2 Units: (2 vacant*) (*under renovation)
22	17-37 35	58 Ferry Street	4 Units: (3) Three-bedrooms \$490/\$501/\$632/?

PROJECT AREA "C" CONT'D

MAP	BLOCK	LOT	ADDRESS	# OF ROOMS, RENT
22	17-37	36	60-62 Ferry Street	4 Units: (1) One-bedroom/\$400 (3) Three-bedrooms \$450/\$480/\$500
22	17-37	37	64-66 Ferry Street	2 Units: (2) One-bedrooms \$325/\$350

PROJECT AREA "D"

MAP	BLOCK	LOT	ADDRESS	# OF ROOMS, RENT
22	17-52	47	114-116 Court Street	1 Unit Vacant
22	17-52	45	102-104 Court Street	1 Unit Vacant Plus Garage

PROJECT AREA "E"

MAP	BLOCK	LOT	ADDRESS	# OF ROOMS, RENT
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NO RESIDENTIAL UNITS

Once the proposed North End Renewal Plan is approved by the Common Council of the City of Middletown, project relocation staff will be required to follow the Residential Relocation Assistance Advisory Plan as described in Section 8.6.

8.6 Residential Relocation Assistance Advisory Plan

8.6.1 Survey to Determine Relocation Needs

a. Surveys and Consultations With Residential Occupants

A meeting with each household will be conducted by the Municipal Development Office (MDO) staff and/or a

designated tenant advocate prior to the start of any activity in a project area(s); and, also at the earliest possible time during the planning phase of that activity. These meetings will be designed to determine the tenant needs of each household that will be displaced and record data to include the number of rooms, special needs location preferences, etc. The data to be compiled will be documented on the "Site Occupant Record - Residential" shown on pages 70a. and 70b.

b. Social Service Special Needs Assessment

If the designated tenant advocate determines the tenant's needs surpass the amenities and services offered in traditional rental housing, a tenant needs assessment will be conducted by an appropriate public service professional/provider -- as recommended by the tenant advocate. The tenants needs assessment -- a more detailed survey -- will cite the specific needs of each such household/tenant. This data will be compiled in cooperation with the tenant advocate.

8.6.2. Information Program and Relocation Office

An informational letter for residential occupants will be delivered to all residential site occupants by the MDO at the time of approval of the North End Renewal Plan by the City of Middletown. This letter/notice will include at least the following information:

SITE OCCUPANT RECORD—RESIDENTIAL										
LOCALITY/AGENCY			PROJECT NAME							
DATE OF INITIAL INTERVIEW			PROJECT NO.							
NAME OF OCCUPANT			RELOCATION CASE NO.							
ADDRESS			ACQUISITION PARCEL NO.							
TELEPHONE NUMBER			CENSUS TRACT							
DATE OCCUPANT FIRST OCCUPIED THIS DWELLING			DATE OF GENERAL INFORMATION NOTICE							
			EFFECTIVE DATE OF NOTICE OF ELIGIBILITY FOR							
			RELOCATION ASSISTANCE							
			(INCLUDE COPY OF NOTICES IN CASE FILE)							
RACIAL/ETHNIC CLASSIFICATION			HOUSING COSTS AND CHARACTERISTICS OF DISPLACEMENT DWELLING							
<input type="checkbox"/> WHITE, NOT OF HISPANIC ORIGIN <input type="checkbox"/> BLACK, NOT OF HISPANIC ORIGIN <input type="checkbox"/> AMERICAN INDIAN OR ALASKAN NATIVE <input type="checkbox"/> HISPANIC <input type="checkbox"/> ASIAN OR PACIFIC ISLANDER			TENANT: MONTHLY CONTRACT RENT \$ AVERAGE MONTHLY UTILITY COSTS \$ MONTHLY HOUSING COST \$		OWNER: MONTHLY MORTGAGE PAYMENT (P&I) \$ AVERAGE MONTHLY UTILITY COSTS \$ REAL PROPERTY TAXES \$ MONTH HOUSING COSTS \$		NO. OF ROOMS NO. OF BEDROOMS UNIT IS: HOUSEKEEPING <input type="checkbox"/> NONHOUSEKEEPING <input type="checkbox"/>			
SURNAME, GIVEN NAME(S)	RELATIONSHIP	SEX	AGE	OCCUPATION	SOURCE OF INCOME EMP. WELF. PENS. OTHER (Identify)			GROSS MONTHLY INCOME	NAME OF EMPLOYER-TELEPHONE NO.	
SPECIAL CHARACTERISTICS OF HOUSEHOLD (If G., DISABLED, ELDERLY, ETC.)		REHOUSING PREFERENCES: PURCHASE <input type="checkbox"/> RENT <input type="checkbox"/> SUBSIDIZED HOUSING <input type="checkbox"/> NONE <input type="checkbox"/> LOCATION/NEIGHBORHOOD CONSIDERATIONS: PETS, GARAGE, ETC.:								
		REHOUSING REQUIREMENTS: NO. OF ROOMS NO. OF BEDROOMS MAX. MONTHLY HOUSING COST \$ MAXIMUM PURCHASE PRICE \$								

HOUSING REFERRALS

DATE	ADDRESS (Include Apt. No.)	CENSUS TRACT	TYPE OF UNIT <input checked="" type="checkbox"/>			SIZE OF UNIT		MONTHLY RENT AND EST. AVG. MONTHLY UTILITY COSTS/ SALES PRICE	UNIT INSPECTED?	DATE UNIT WILL BE AVAILABLE	LOW-INCOME OR MINORITY AREA?	ACTION ON REFERRAL (If refused, indicate why. Also, indicate whether unit is representative comparable used as basis for payment limit)
			RENT	SALES	SUBSIDIZED	NUMBER OF ROOMS	NUMBER OF BEDROOMS					

REPLACEMENT DWELLING UNIT

DATE OF MOVE _____ ADDRESS _____		CENSUS TRACT _____	
MONTHLY HOUSING COST (MHC)			
<input type="checkbox"/> RENTAL	<input type="checkbox"/> PURCHASE		
MONTHLY RENT \$ _____	MORTGAGE PAYMENT (P&I) \$ _____		
EST. AVERAGE MONTHLY UTILITY COSTS \$ _____	REAL PROPERTY TAXES \$ _____		
TOTAL MHC \$ _____	EST. UTILITY COSTS \$ _____		
	TOTAL MHC \$ _____		
	SALES PRICE \$ _____		
IS UNIT IN AREA OF LOW INCOME OR MINORITY CONCENTRATION? <input type="checkbox"/> YES <input type="checkbox"/> NO		IS UNIT SUBSIDIZED? <input type="checkbox"/> YES <input type="checkbox"/> NO	
(Identify)		(Identify)	
TEMPORARY HOUSING DATE _____ REASON _____ ADDRESS _____ RENTAL \$ _____ DATE OF MOVE TO PERMANENT DWELLING _____ OUT-OF-POCKET EXPENSES PAID: MOVING EXPENSES \$ _____ INCREASED HOUSING COST \$ _____		RELOCATION PAYMENT(S) TYPE _____ MOV. EXP. _____ R/H/P _____ AMOUNT \$ _____ DATE CLAIM FILED _____ DATE CLAIM PAID _____ (Include Copy of Claim Forms in Case File)	
APPEAL FILED: <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, INDICATE TYPE: <input type="checkbox"/> PAYMENT(S) <input type="checkbox"/> HOUSING <input type="checkbox"/> OTHER _____ (Include Copy of Appeal in Case File)			

- a. A complete description of the nature and types of activities which will be undertaken in the project area, including delineation of clearance, rehabilitation, conservation and code enforcement areas and a map showing the project area boundaries; and
- b. The notice to persons to be displaced shall:
- 1) Explain that a project has been proposed and caution the person not to move before the project is approved and the person receives a notice of eligibility for relocation assistance; and
 - 2) Generally describe the relocation payments for which the person may be eligible, the basic conditions of eligibility, and the procedures for obtaining the payments; and
 - 3) Inform the person that he or she will be given reasonable relocation advisory services, including referrals to replacement properties, help in filing payment claims, and other necessary assistance to help the person successfully relocate; and
 - 4) Inform the person that he or she will not be required to move without at least 90 days advance written notice and inform any person to be displaced from a dwelling that he or she will

not be required to vacate the property earlier than 90 days after at least one comparable replacement dwelling has been made available; and

- 5) Describe the person's right to appeal the Agency's determination as to the person's eligibility for relocation assistance or the amount of such assistance. When applicable, explain a residential occupant's right to appeal the acceptability of the comparable replacement dwelling(s) to which the person has been referred.

c. Notice of Eligibility for Relocation Assistance. This notice shall:

- 1) Inform the person of his/her eligibility for the relocation assistance, effective on the date of the initiation of negotiations -- utilizing the "Guideform Notice of Eligibility for Relocation Assistance Residential Tenant" as shown on pages 72a. and 72b. or in the case of homeowners, a "Guideform Notice of Eligibility for Relocation Assistance 180 - Day Homeowner" shown on pages 72c. and 72d.
- 2) Describe the assistance, the estimated amount of assistance and the procedures for obtaining the assistance.

GUIDEFORM NOTICE OF ELIGIBILITY FOR
RELOCATION ASSISTANCE -- RESIDENTIAL TENANT

Grantee or Agency Letterhead

(date)

Dear _____:

On (date), we notified you of proposed plans to (identify project).
On (date), the project was approved.

This is a notice of eligibility for relocation assistance. To carry out the project, it will be necessary for you to relocate. However, you do not need to move now. You will not be required to move without at least 90 days advance written notice of the date by which you must vacate. And when you do move, you will be entitled to relocation payments and other assistance in accordance with Federal regulations implementing the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA).

The effective date of this notice is (date of initiation of negotiations).
You are now eligible for relocation assistance, including:

Counseling and Other Advisory Services.

Payment for Moving Expenses. You may choose either (1) a payment for your actual reasonable moving and related expenses, or (2) if you prefer, a fixed moving expense and dislocation allowance of \$_____.

Replacement Housing Payment. You may be eligible for a replacement housing payment to rent or buy a replacement home. The payment is based on several factors, including the cost of a "comparable replacement home," the monthly rent and average cost of utility services for your present home, and 30 percent of your average gross household income.

Listed below are three "comparable replacement homes" that you may wish to consider:

	<u>Address</u>	<u>Rent and Utility Costs</u>	<u>Name and Tele. No. of Person to Contact</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

We would be pleased to provide you with transportation to inspect these dwelling units. We believe that the unit at _____ (address) is the most representative of your present home. The rent and the estimated average cost of utility services for that unit is \$ _____. Based on the information you have provided about your income, you may be eligible for a rental assistance payment up to \$ _____ (42 x \$ _____). This is the maximum amount that you would be eligible to receive. It would be paid in (indicate number of installments or lump sum). If you rent a decent, safe and sanitary home where the monthly rent and average estimated utility costs are less than \$ _____, your rental assistance payment would be based on the actual cost of such unit.

Contact us immediately if you do not agree that these units are comparable to your home. We will explain the basis for our selecting these units. And, if necessary, we will find other units. We will not base your payment on any unit that is not a "comparable replacement home." Should you choose to buy (rather than rent) a decent, safe and sanitary replacement home, you would be eligible for a down payment of \$ _____. Let us know if you would prefer to buy a replacement home, and we will help you find such housing.

I am enclosing a brochure entitled, "Relocation Assistance to Tenants Displaced From Their Homes." Please read the brochure carefully. It explains your rights and some things you must do to obtain a payment. For example, to obtain a replacement housing payment you must move to a decent, safe and sanitary home within one year after you vacate your present home. Therefore, do not commit yourself to rent or buy a unit until we inspect it.

GUIDEFORM NOTICE OF ELIGIBILITY FOR
RELOCATION ASSISTANCE -- 180-DAY HOMEOWNER

Grantee or Agency Letterhead

(date)

Dear _____:

This is a notice of eligibility for relocation assistance. As discussed with you, it will be necessary for you to move after the (Agency) acquires your home at (address) for the planned (identify project). However, you do not need to move now. You will not be required to move without at least 90 days advance written notice of the date by which you must vacate. And when you do move, you will be entitled to relocation payments and other assistance in accordance with Federal regulations implementing the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA). The effective date of this notice is (date of initiation of negotiations). You are now eligible for relocation assistance.

You may choose either (1) a payment for your actual reasonable moving and related expenses, or (2) if you prefer, a fixed moving expense and dislocation allowance of \$_____.

Since you owned and occupied your home for at least 180 days prior to (date of initiation of negotiations), you may qualify for a replacement housing payment to cover the following costs:

1. Purchase Price Differential. Since we have determined that a "comparable replacement home" will cost more than the value of your present home, you may receive a purchase price differential payment up to \$_____ as discussed below.
2. Incidental Expenses. You will be reimbursed for all reasonable costs incidental to the purchase of your new home, such as recording fees, the title insurance premium, and transfer taxes.

3. Mortgage Interest Differential. It is our understanding that the interest rate on your current mortgage is ____% and that the current prevailing rate for a similar mortgage is ____%. Assuming these interest rates and an outstanding principal balance of \$_____ on your current mortgage, you may qualify for a payment for additional mortgage financing costs up to \$_____. The exact amount will be determined at the closing and will depend on the actual interest rate on your new mortgage and the amount you borrow.

Listed below are three "comparable replacement homes" that you may wish to consider buying:

	<u>Address</u>	<u>Asking Price</u>	<u>Name and Tele. No. of Person to Contact</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

We would be glad to provide you with transportation to inspect these dwelling units. We believe that the unit at _____ (address) is the most representative of your present home.. Since that unit would cost \$_____ more than we have offered you for your present home, you may be eligible for a purchase price differential payment up to \$_____. This is the maximum differential that you are eligible to receive. If you purchase a decent, safe and sanitary replacement home that costs less than \$_____, the price differential payment would be based on the actual purchase price.

Contact us immediately if you do not agree that these units are comparable to your home. We will explain the basis for our selecting these units and, if necessary, we will find other units. We will not base your payment on any unit that is not a "comparable replacement home." Should you wish to rent (rather than buy) a comparable replacement home, let us know. We will help you find comparable rental housing and explain your eligibility for a rental assistance payment.

- d. Ninety-Day Notice (Covers Persons to be Displaced)
- 1) General - No lawful occupant to be displaced shall be required to move unless he or she has received at least 90 days advance written notice of the earliest date by which he or she may be required to move.
 - 2) Timing of Notice - The 90-day notice shall not be given before the person is issued a notice of eligibility for relocation assistance. A person to be displaced from a dwelling shall not be issued a 90-day notice before a comparable replacement dwelling has been made available.
 - 3) Content of Notice - The 90-day notice shall either: a) state the specific date by which the property must be vacated; or, b) specify the earliest date by which the occupant may be required to move and indicate that the occupant will receive a vacate notice indicating, at least 30 days in advance, the specific date by which he or she must move.
 - 4) Urgent Need - In unusual circumstances, an occupant may be required to vacate the property on less than 90 days advance written notice if the Agency determines that a 90-day notice is impracticable, such as when the person's continued occupancy of the property would

constitute a substantial danger to health or safety. A copy of the Agency's determination shall be included in the applicable case file.

- 5) Notice Not Required - The 90-day notice need not be issued if a) there is no structure, growing stock, or personal property on the real property, or b) the occupant makes an informed decision to relocate and vacates the property without prior notice, or c) the occupants owns the property and enters into a negotiated agreement for delivering possession of the property (e.g. delivery of possession is specified in the purchase contract), or d) the occupant will not qualify as a displaced person.

6) Delivery of Notices

Each notice shall be sent by Certified Mail, return receipt requested. Each notice shall indicate the name and telephone number of a person who may be contacted for answers to question or other needed help.

8.6.3

Replacement Housing Assistance

- a. Written Notice of Comparable Replacement Dwelling - No tenant to be displaced shall be issued a 90-day notice until such tenant has been given a written notice of a "comparable replacement" dwelling.
- b. Definition of Comparable Replacement.

- 1) Decent, safe and sanitary.
- 2) Functionally equivalent to the displacement dwelling. The term "functionally equivalent" means that it performs the same function, provides the same utility, and is capable of contributing to a comparable style of living. While a comparable replacement dwelling need not possess every feature of the displacement dwelling, the principal features must be present. Generally, functional equivalency is an objective standard reflecting the range of purposes for which the various physical features of a dwelling may be used. However, when determining whether a replacement dwelling is functionally equivalent to one displacement dwelling, the City may consider reasonable trade-offs for specific features when the replacement unit is "equal to or better than" the displacement dwelling.
- 3) Examples of Trade-Offs: If the displacement dwelling contains a pantry and a similar dwelling with a pantry is not available, a replacement dwelling with ample kitchen cupboards may be acceptable. Insulated and heat space in a garage might prove an adequate substitute for basement workshop space. A

[illegible]- E Notice of Eligibility
for Relocation
Assistance
N Notice of Nondisplacement

W - White, Not Hispanic
B - Black, Not Hispanic
A/I - American Indian
H - Hispanic
A/P - Asian or Pacific Islander

... Representative comparable to be used as basis for determining maximum Replacement Housing Payment

Relocation Tenant File from Start to Finish

The MDO will develop and also maintain a relocation record, beginning with the information secured during the first interview to assess the needs of the displaced occupant. The record shall contain all data relating to relocation of the displaced occupant, including the nature and dates of services that were provided, the type and amount of relocation payments made and the location to which those displaced are relocated, including a description and/or inspection certificate for the accommodation.

8.7 Anticipated Residential Relocation Expenses

The maximum, anticipated total expense to relocate a maximum of 100 multi-family tenant households and one single family dwelling owner-occupied household in the proposed project areas is estimated at \$592,500.

This figure is based on the maximum payments of: \$5,200 rental assistance per tenant/household, plus a \$200 dislocation payment and \$300 moving expense payment per household (\$5,700 per household x 100 households = \$57,000); and, a \$22,500 housing replacement payment for the one (1) single family owner occupant.

It is important to note in some cases the City may only be required to pay the \$200 dislocation payment plus the actual moving costs which could range from \$50 - \$300 and no rental assistance payment would be required.²

² If replacement housing is subsidized and/or operated by a non-profit housing corporation, there is a possibility the tenant relocation would not involve an increase in monthly rental costs.

The anticipated residential relocation expenses, by project area, are as follows:

Project Area "A"	\$ -0-
Project Area "B"	\$467,100
Project Area "C"	\$114,000
Project Area "D"	\$ 11,400
Project Area "D"	-0-

Total:	\$592,500
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9. ACTIVITY SUPPLEMENTS

9.1 Principles

In accordance with the procedures of Section 10 of this Plan, one or more Activity Supplements may be added to and made a part of this Plan, in order to set forth particular activities and detailed plans. Activity Supplements shall be in general accord with this Plan and may cover elements such as but not limited to the following:

9.1.1 Rehabilitation

a section or sections of the Project Area where financial assistance for property rehabilitation may be made available for the Agency, or the City of Middletown, and specifying the following:

9.1.1.1 The standards applicable to rehabilitation of properties, including the deficiencies to be eliminated and objectives to be achieved; and

9.1.1.2 Any conditions under which properties identified in the Supplement for rehabilitation may be acquired by the Agency for rehabilitation by the Agency or others.

9.1.2 Profile of Property Rehabilitation Design Standards

The first step in the process of preparing specific Property Rehabilitation Guidelines is to develop an understanding of the positive design characteristics of downtown's existing architecture and of the general principles for renovation success. Basic principles include:

- . Strengthening the architectural integrity and design unity of individual facades;
- . Creating store fronts that add interest, activity, and comfort to the street environment; and
- . Emphasizing compatibility in design, materials, and colors to make adjacent building(s) read as a unit.

To maintain an overall continuity, a Design Advisory Board (eg., building owner(s), neighborhood resident(s), municipal official(s), engineer(s), architect(s), Historic Properties Commission, etc. be appointed as an advisory group to the Middletown Redevelopment Agency for review of planned renovation, or construction of each building for adherence with a set of established general design standards to sustain the integrity of the Project Area architecturally, including signage. The intent is to encourage retention and use of existing interior historical features. However, some discretion may be required for financial purposes as well as respect to building interiors as a result of space requirements, density, etc. The following considerations might be incorporated in the ultimate Property Rehabilitation Standards:

- . All buildings, and structures, shall be recognized as products of their own time. Alterations which have no historical basis and which seek to create an earlier appearance shall be discouraged.
- . The distinguishing original qualities or character of a building or structure, and its environment shall not be destroyed. The removal or alteration of any historic materials or distinctive architectural features should be avoided when possible.
- . Changes which may have taken place in the course of time are evidence of the history and development of a building or structure and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.
- . Distinctive stylistic features or examples of skilled craftsmanship which characterize a building or structure, shall be treated with sensitivity.
- . Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new materials should match the material being replaced in composition, design, color, texture, and other visual qualities.

Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historical, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.

The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the building materials shall not be undertaken. Use of a neutral solvent and steam is encouraged.

Retain distinctive features such as the color and materials of buildings, including roofs, porches, and stairways that give a building, and the neighborhood, its distinguishing character.

Retain the original or early color and texture of masonry surfaces, including early signage, wherever possible. Brick or stone surfaces may have been painted or whitewashed for practical and aesthetic reasons.

Repoint only those mortar joints where there is evidence of moisture problems or when sufficient mortar is missing to allow water to stand in the mortar joint. Attempt to duplicate old mortar in composition, color, and texture in joint size, method of application and joint profile.

Replace missing significant architectural features, such as cornices, brackets, railings and shutters.

Replace deteriorated roof coverings with new materials that matches the old in composition, size, shape, color and texture.

Preserve or replace where necessary, all architectural features that give the roof its essential character, such as dormer windows, cupolas, chimneys, cresting, weather vanes, gutters, downspouts and lighting rods.

Retain and repair existing window and door openings, including window sash, glass, lintels, sills, architraves, shutters, doors pediments, hoods, steps and all hardware.

Use original doors and door hardware when they can be repaired and reused in place.

Retain porches and steps that are appropriate to the building and its development. Porches or additions reflecting later architectural styles are often important to the building's historical integrity and, wherever possible, should be retained.

Discover and retain where possible original paint colors, finishes, and other decorative motifs or, where necessary, replacing them with colors, or decorative motifs based on the original.

Retain original architectural metals (cast iron, steel, pressed tin,) whenever possible.

Clean when necessary, with the appropriate method which does not abrade the surface.

Retain and preserve significant architectural wood features whenever possible.

Repair or replace where necessary, deteriorated material that duplicates in size, shape and texture the old as closely as possible.

All plans for any improvements, rehabilitation, renovation and new construction must be in accordance with the procedures established by the Agency and the Design Advisory Board.

9.1.3 Acquisition and Clearance

a section or sections of the Project Area where acquisition and clearance for redevelopment is applicable, and specifying the following:

9.1.3.1 The purposes of the acquisition and clearance and the existing conditions which make such activity necessary;

9.1.3.2 Any requirements for non-acquisition of particular properties within the acquisition and clearance area; and

9.1.3.3 The provision to be made for relocation of displaced families, individuals and businesses.

9.1.4 Redevelopment and Land Disposition

prior to the sale or lease of any land for private reuse and redevelopment and when acquired and cleared under Par. 9.1.3, an Activity Supplement specifying the provisions for land disposition, including the following:

9.1.4.1 The specific land use designations and standards or controls and other restrictions imposed on land to be offered for sale or lease;

9.1.4.2 Circulation requirements;

9.1.4.3 Statement of obligations imposed on developers and/or sponsors;

9.1.4.4 Statement of urban design objectives or controls;

9.1.4.5 Duration of controls; and

9.1.4.6 A re-use appraisal.

9.1.5 Design

Building and site design and improvement criteria for rehabilitation, conservation and/or new construction, including detailed plans and illustrative layouts for guidance in private development of groups of properties or individual properties.

10. OTHER PROVISIONS

10.1 General

This Urban Renewal Plan for the Project Area incorporates other provisions necessary to meet requirements of applicable State or local law. The Plan is prepared under Chapter 130 of the Connecticut General Statutes, as amended, and constitutes both a Redevelopment Plan and an Urban Renewal Plan as specified in said Chapter. The other provisions are hereinafter set forth.

10.2 Relocation

A Relocation Plan has been prepared by the Middletown Redevelopment Agency under Chapter 135, CT Department of Housing Uniform Relocation Act, Connecticut General Statutes as required for each Acquisition area. New acquisition/relocation areas may be added by activity supplement.

10.3 General Plan

The Urban Renewal Plan substantially conforms to the Plan of Development of the City of Middletown.

10.4 Planning Changes

Such changes in planning as are proposed for the Project Area are set forth in Section 11 of this document.

11. AMENDMENTS AND SUPPLEMENTS

11.1 General

This North End/CBD Urban Renewal Plan may be amended at any time by the Middletown Redevelopment Agency, provided that, where the amendment will substantially change the Plan, the approval of the amendment shall follow the same procedure as that which governed the adoption of the Plan.

11.2 Activity Supplements

For purposes set forth in Section 9 of this Plan, Activity Supplements may be adopted by the Middletown Redevelopment Agency and made a part of this Plan. The adoption of Activity Supplements shall follow the same procedure as that which governed the adoption of this Plan, but such adoption of an Activity Supplement shall not be considered a modification of this Plan. Activity Supplements may be modified from time to time by the Middletown Redevelopment Agency, provided that where the modification will substantially change such Supplement, the approval of the modification shall follow the same procedure as that which governed the adoption of such Supplement. In addition, if an Activity Supplement that provides for acquisition and clearance of property by the Agency and redevelopment thereof is modified at any time after the lease or sale by the Agency of real property within the area covered by such a Supplement, the modification must be approved by the Common

Council and consented to by the owner or owners of such real property covered by such Supplement or his successor or their successors in interest affected by the modification.

11.3 Schedule of Adoption:

1. Forward the Redevelopment Plan to the Planning & Zoning Commission for its study and comments. In addition, request a written opinion of the Middletown Planning and Zoning Commission as to general conformance of the Redevelopment Plan to the Local Plan of Development.
2. Request the written approval of the Plan from the City of Middletown Housing Authority.
3. Hold the required Public Hearing. (Publish legal notice at least twice in newspaper of general circulation within municipality. The first publication shall not be less than 2 weeks prior to scheduled hearing date.)
4. Approval of Urban Renewal Plan by Redevelopment Agency b y
resolution which finds the following:
 - a. The area in which the proposed redevelopment is to be located is a redevelopment area;
 - b. Carrying out the redevelopment plan will result in materially improving conditions within the Project Area;
 - c. Sufficient living and business accommodations are available within reasonable distance of the Project Area or are provided for in the Redevelopment Plan for persons, families and businesses displaced by the proposed improvement, at prices or rental within the financial reach of such persons, families and businesses; and
 - d. The redevelopment plan is satisfactory as to site planning, relation to the comprehensive or general plan of the municipality and, except when the redevelopment agency has prepared the redevelopment plan, the construction and financial ability of the redeveloper to carry it out.
5. Approval of Urban Renewal Plan by Legislative body.
6. Forward the Relocation Plan to the Connecticut Department of Housing for its review and approval by the Commissioner as it pertains to those persons, families and businesses to be displaced by the Relocation Plan.

12. AN IMPLEMENTATION AGENDA FOR THE NORTH END/CBD URBAN RENEWAL

12.1 General

The North End has both the character of a traditional city residential neighborhood and the character of a portion of the City's central business district. This mix of identities and functions requires a special balance of public and private activities to accomplish the successful implementation of the plan. In part, the program requires daily emphasis on concentrated code enforcement, the attraction of qualified developers interested in enhancing the historic qualities of the district, new housing programs and coordinated programs of social services.

In equal measure, however, it must address the treatment of downtown commercial and other city center uses located within the Project Area - major commercial, cultural and civic proposals which are intended to serve the City as a whole.

12.2 Designation as Urban Renewal Area

Urban redevelopment designation is essential for the Project Area described within this document. Chapter 130, Section 8-124 of the Connecticut General Statutes, as revised, contains the requirements for designation based on applicable measures for the definition of urban blight. As the earlier sections of this document demonstrate, conditions of blight are prevalent in the North End. The blighted conditions which exist within the Project Area can only be addressed by legislative action to provide a redevelopment designation and the

thereby-enabled mechanisms to apply the power of eminent domain to the acquisition and disposition of properties to qualified public and/or private organizations under the authority of this Plan.

12.3 Special Services District

It is further proposed that efforts be initiated to also designate all or selected portions of the North End as a Municipal Special Services District under the provisions of Chapter 105A of the Connecticut General Statutes, as revised. Designation of significant portions of the Project Area in this manner will facilitate public coordination and public-private partnership in the delivery of social services as well as coordination between the implementation of related social and physical improvement measures. The City may wish to consider expanding the Special Services District throughout the Central Business District. In particular, the delivery of special services to coordinate housing initiatives, social programs, commercial revitalization and mixed-use development cannot occur without a district method of organization and an agency responsible for measured programs. It is recommended that a special services district plan of organization be developed between the City, business organizations active in the central business district and property owners in the North End. It would be the responsibility of the district organization, as designated by the City and business and property interests, to coordinate social and physical improvements within the Project Area.

12.3.1 Implementing a Municipal Special Services District

In order to establish a municipal special services district for downtown Middletown and the North End, an ordinance proposing the creation of a district must be passed by the Middletown Common Council and a referendum must be held among property owners of record within the proposed district boundaries. The ordinance creating the district should provide a description of the public services to be coordinated by the district management entity to be established, should provide for the approval of a contract between the city and the entity and should provide for an annual payment of special assessment funds to operate the entity. The referendum must result in acceptance of the district by property holders who collectively represent more than one-half of the total assessed valuation within the proposed area.

In order to develop an appropriate ordinance for Common Council approval, prior to the referendum, the first step should be for the City and the Central Business Bureau to jointly develop a proposal district plan. This would include:

- . A statement of the type of services to be coordinated, by the district, which could include development coordination in cooperation with the City and urban renewal agency, promotional activities, and assistance in coordinating social services;
- . A statement of the need for a public-private partnership managing entity to be responsible for the

work of the district, in the form of a public-purpose non-profit corporation with both public and private representatives;

A concept plan for the properties to be included within the boundaries of the district and the benefits to be derived by these properties as a result, directly or indirectly, of district programs; and,

An estimated proposed annual budget for the district and an estimate of the special assessment levy which would be required.

12.4 Design Advisory Board

Public-private partnerships have become an indispensable element in the central area revitalization within American cities. With regard to the Middletown North End/CBD Programs the partnership, as embodied by the Redevelopment Agency and the Design Advisory Board, is one which can assist all parties in achieving agreement and action.

12.5 Financing

Public project funding resources should be assembled from a variety of program sources which are appropriate for the North End effort. These includes but are not limited to, the continued use of funds from the City's annual Community Development Block Grant entitlement from the U.S. Department of Housing and Urban Development, public improvement financing using City general obligation bonds for eligible housing projects, CT DOH development and rehabilitation programs Connecticut Department of Economic Development Business Development Programs and any tax-increment financing as allowed by the Connecticut General Statutes.

Another potential financing mechanism could include dedicating increases in property tax revenue which results from development elsewhere in Middletown to public improvements in the Project Area.

12.6 Implementation

Identify first priority acquisition area, assemble project funding and secure appraisals. Conduct acquisition and relocation per Section 7 and 8 of this Plan for designated re-use activities.

Concurrent with the initial acquisition program, appoint the Design Advisory Board and in accordance with the Redevelopment Agency develop:

1. Residential Property Rehabilitation Design Standards.
2. Commercial/Mixed-Use Property Rehabilitation Design Standards.

12.7 Project Administration

The administrative responsibilities for this project will rest with the Middletown Redevelopment Agency, as the Designated Development Agency by the Common Council. The Redevelopment Agency has considerable experience with the administrative duties as required by a project of this nature by having overseen the Metro-South Urban Renewal Project and the Center Street Project, both of which were wholly or partially funded by the U.S. Department of Housing & Urban Development.

The Redevelopment Agency was reorganized in the mid-1980's from ten (10) to sixteen (16) members. In September, 1984, the staffing functions of the Redevelopment Agency were brought into the Municipal Development Office situated within the Municipal Building.

Since 1984, the Agency and its staff have successfully marketed a large residential project in the Metro-South Urban Renewal Area and has negotiated with the owners of a parcel of land in the former Center Street Renewal Project Area which is now under development as a State Courthouse facility.

From 1986 to the present, the Middletown Redevelopment Agency has been responsible for the Middlesex Mutual Assurance Development Project with public participation funding coming from the State of Connecticut Department of Economic Development and the City of Middletown. The value of private sector construction in the project area, to date, exceeds \$40.0 Million Dollars. The staff for the Redevelopment Agency also has a great deal of experience in the Community Development Block Grant Program and has a strong relationship with the Mayor and Common Council in the decision-making process that is required in projects of this type.

The administrative duties to be performed during the development phase of this project will consist of the procedural and legal requirements for the project land acquisition and project land sale negotiation, coordination of the contract document preparation and bid phase for site preparation, review of construction plans and maintaining the required financial records in accordance with State and Federal regulations.

The Middletown Redevelopment Agency, assisted by the City, will organize and provide the services necessary to facilitate meetings required for

various Federal, State and City agency approvals for the proposed project and will provide general project assistance to expedite all project matters that arise.

The Middletown Redevelopment Agency, assisted by City staff, will carry out the day-to-day functions for project administration including contracting for preliminary and final engineering and construction inspection for the project development, overseeing the physical development to verify the extent of development within the project boundaries in accordance with an approved project plan, and making the required submissions to the appropriate State and Federal agencies as may be required by the funding sources.

At its discretion, the Middletown Redevelopment Agency may retain a consultant engineer for various phases of the project, as required, to prepare construction contract documents and provide necessary services for site preparation as planned for the designated disposition parcels, including the following services:

- . Construction plans, profiles, cross-sections and construction details
- . Construction contract specifications
- . Surveys for photogrammetric mapping
- . Design surveys
- . Soils engineering services and supervision of boring program
- . Traffic engineering services
- . Coordination with Federal, State and local environmental agencies
- . Interim design submissions for review by various City, State and Federal agencies
- . Coordination of bidding phase of project
- . Notification of bid opening
- . Coordination of contract award
- . Coordination of pre-construction and construction status meetings
- . Provision of continuous on-site inspection services for duration of construction work

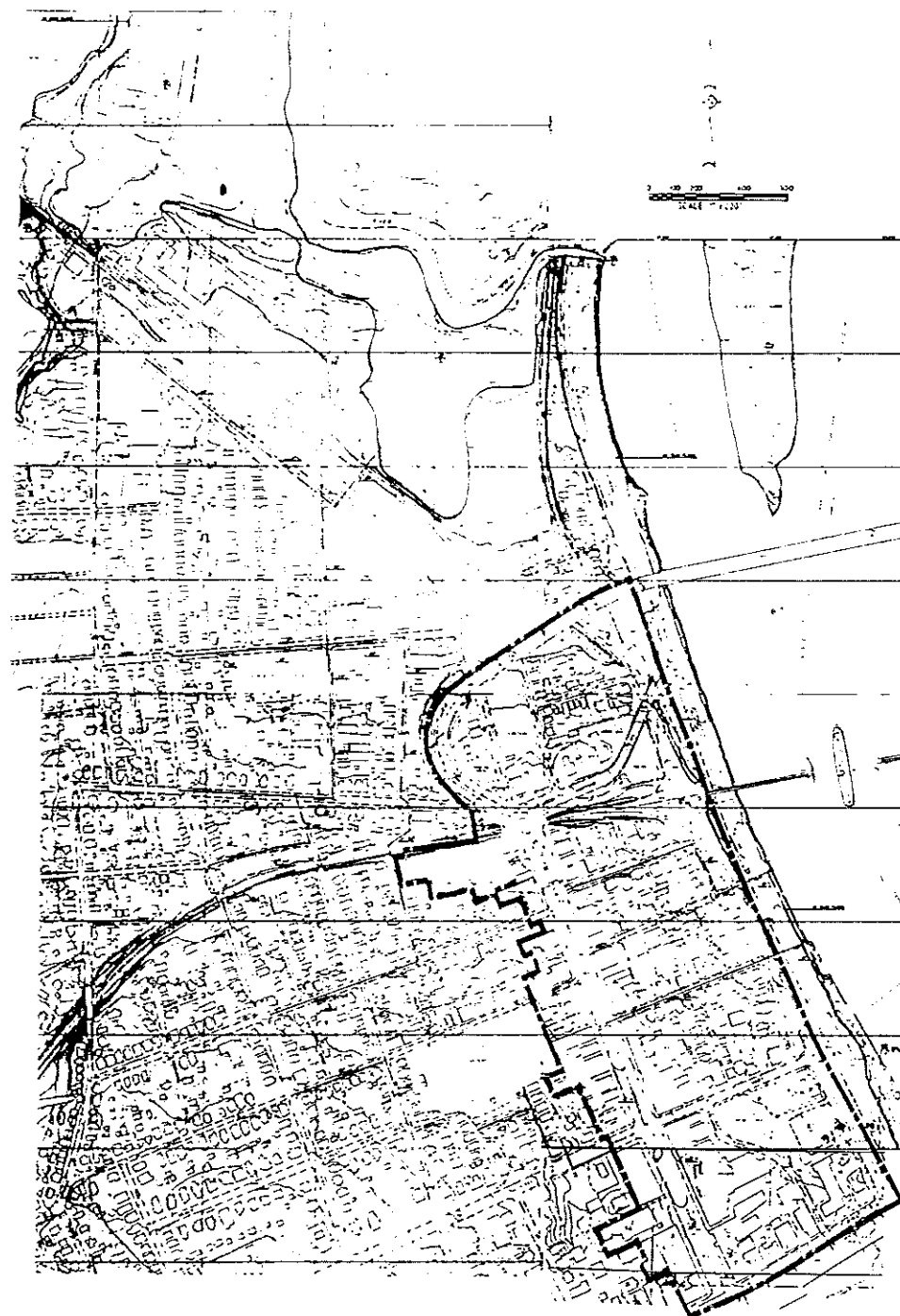
- . Submission of construction schedules and progress reports to the Redevelopment Agency and applicable State and Federal funding sources
- . Certification of partial payments and change orders to contractor
- . Coordination of final project inspection
- . Submission of as-built construction drawings
- . Assistance to the Redevelopment Agency for project close-out

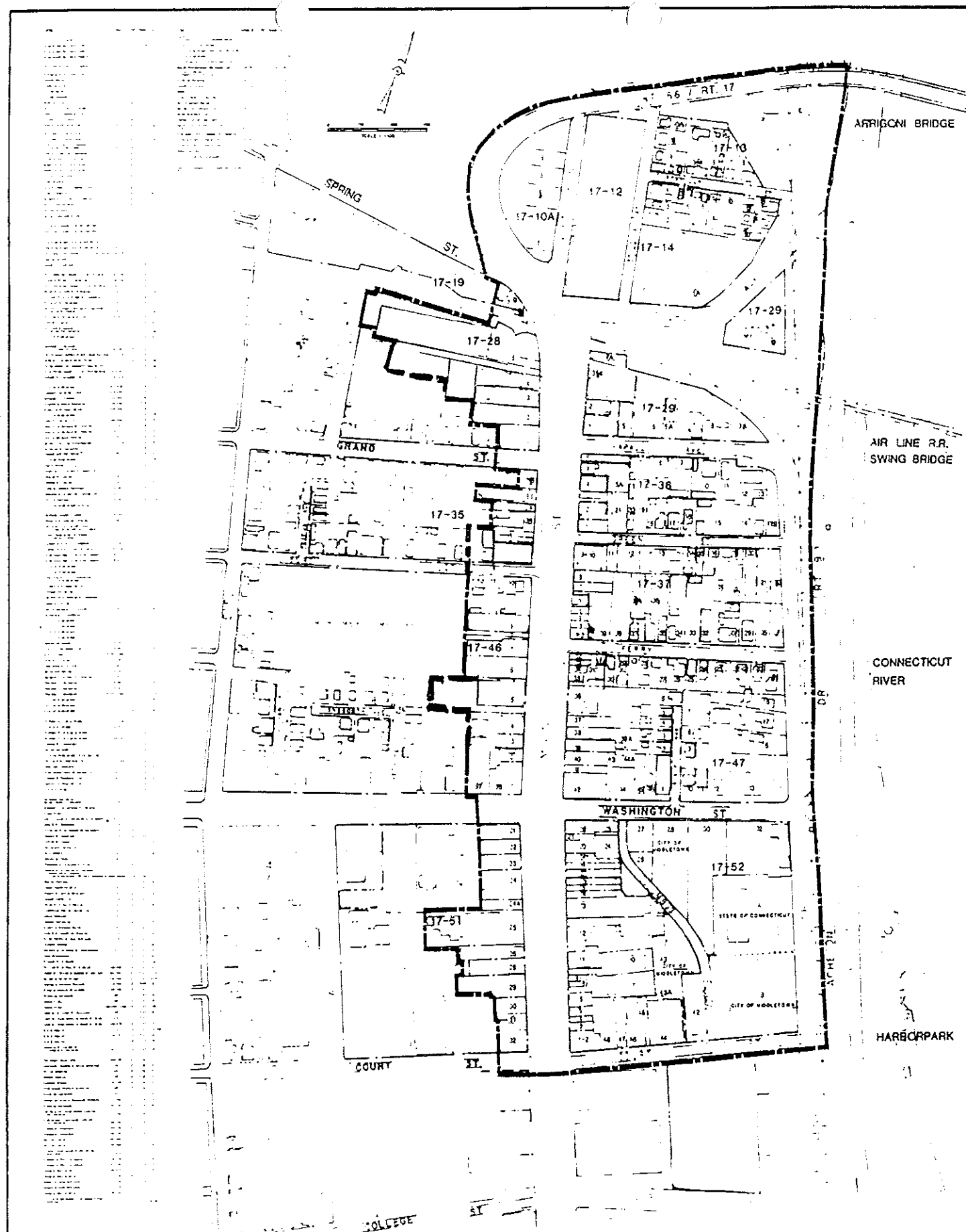
The legal services required for the various aspects of this project will be the responsibility of the City's Legal Department who will be responsible for all deeds, contracts, title searches and other project-related legal matters. These services will be in accordance with the acquisition and disposition schedules as determined by the Redevelopment Agency.

The staff of the Redevelopment Agency will also be responsible for implementing the Relocation Plan which is made a part of this document. As determined by the Mayor and Common Council, other City staff may be required to assist in the relocation effort, particularly where significant numbers of families and individuals are involved.

The Municipal Development Office staff presently consists of three professionals with experience, skills and expertise in economic development, housing, planning, public administration, real estate, land use law, historic preservation and grantsmanship. These are backed up by two skilled clerical staff with expertise in computer applications, budget and financial processing and capacity out-put on wordprocessors and computers. In addition, the office retains part-time services of a computer specialist to assist in the financial bookkeeping matters of other State and Federal grant programs.

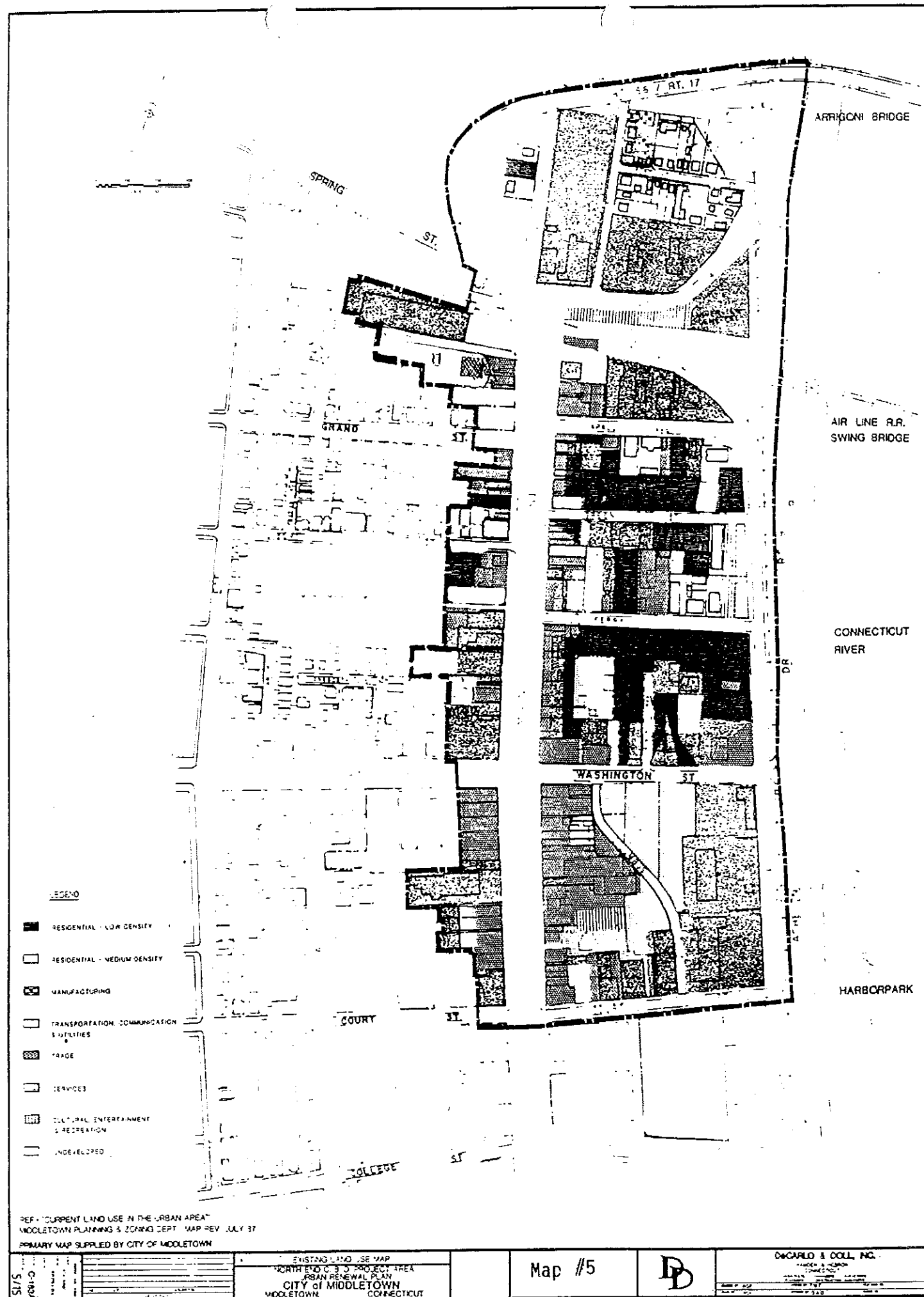
Grant writing/administration and the coordination of projects with many other City departments, departments of the State and Federal Government, and various elements of the private sector are part of the daily fare of the Municipal Development Office in their efforts to achieve the City's development goals. Many of Middletown's more significant achievements are initiated through these grants and coordinated project services. Middletown's Municipal Development staff members are active in State-wide organizations promoting economic development, community development, tourism, planning and preservation.

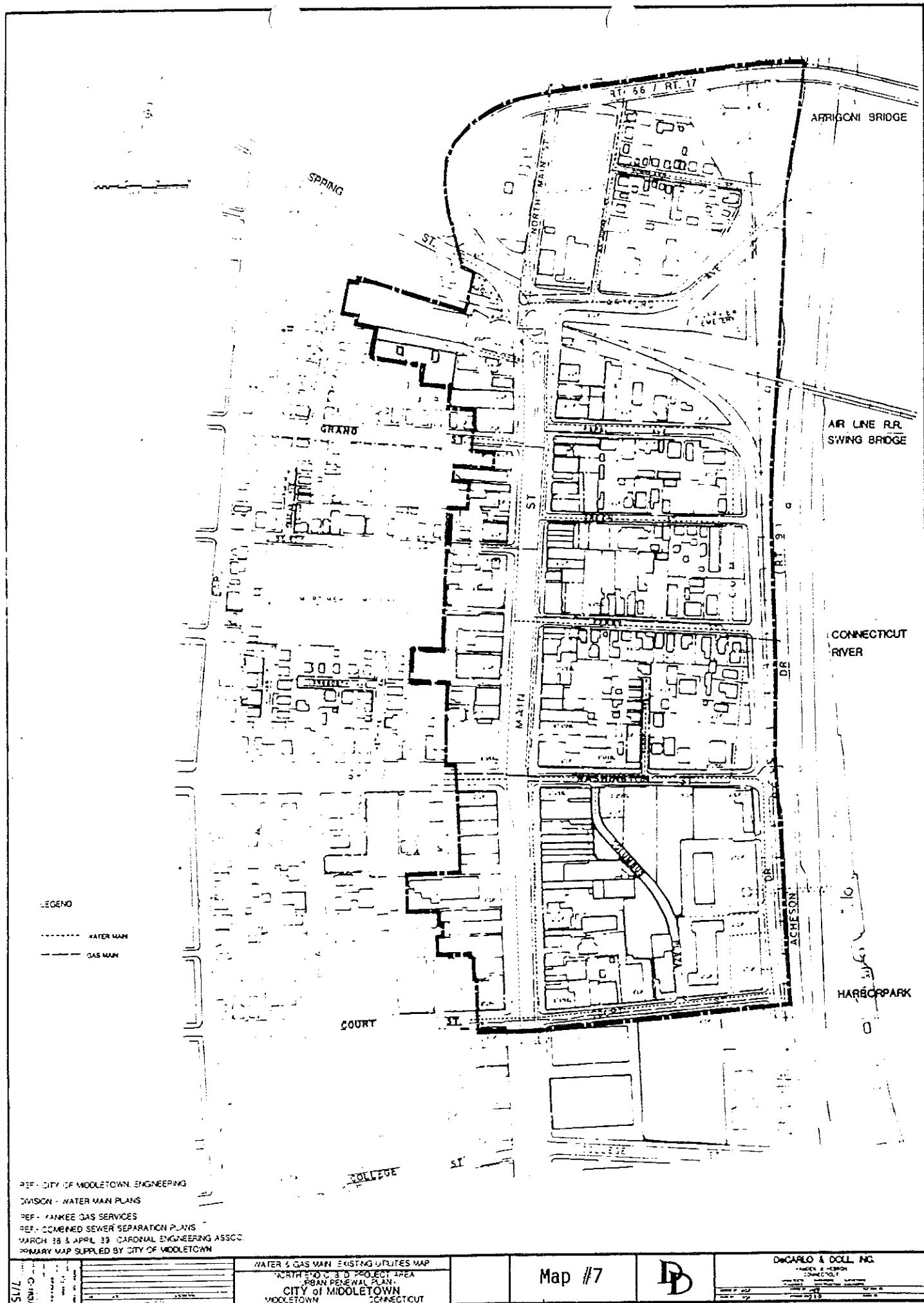


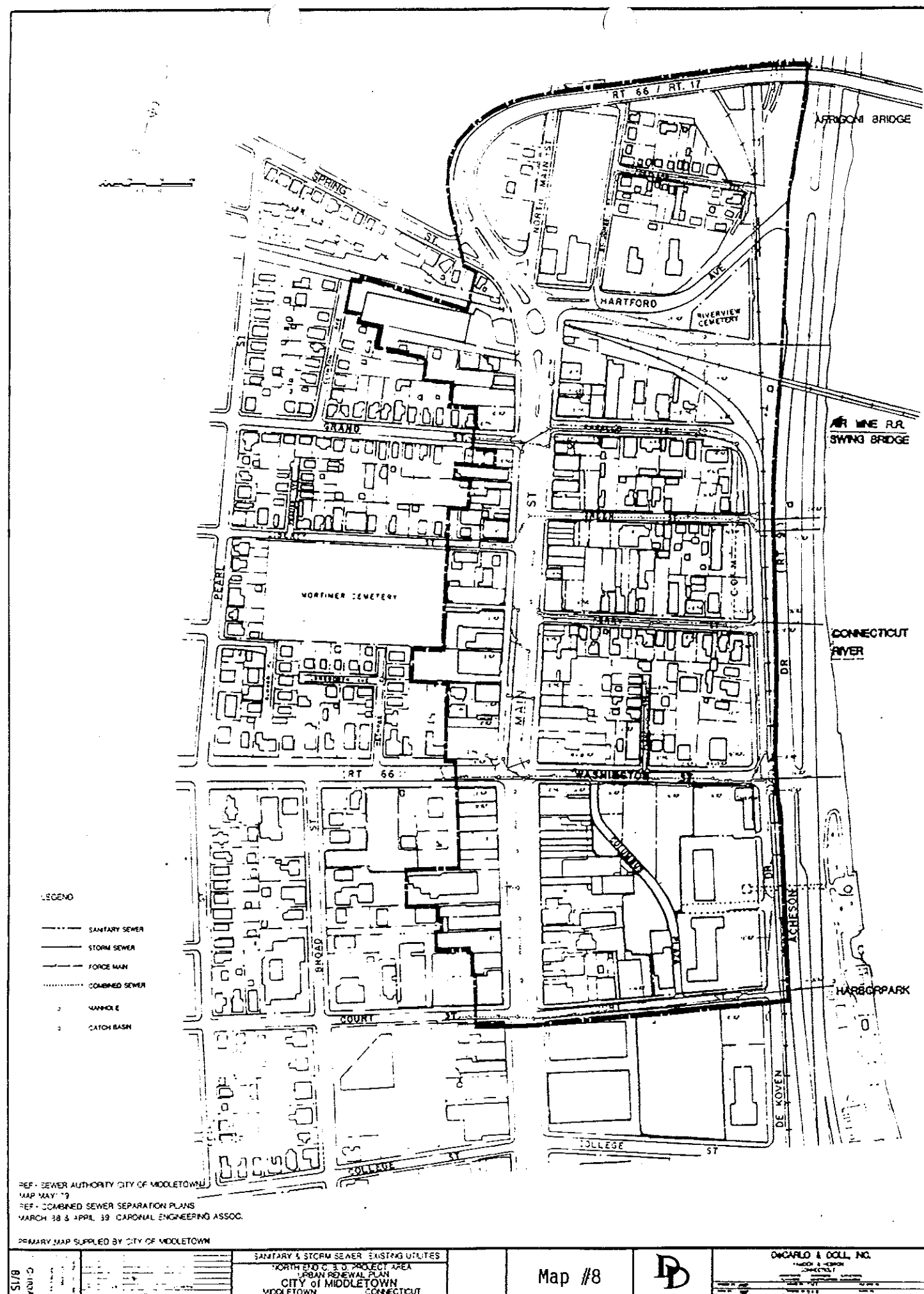


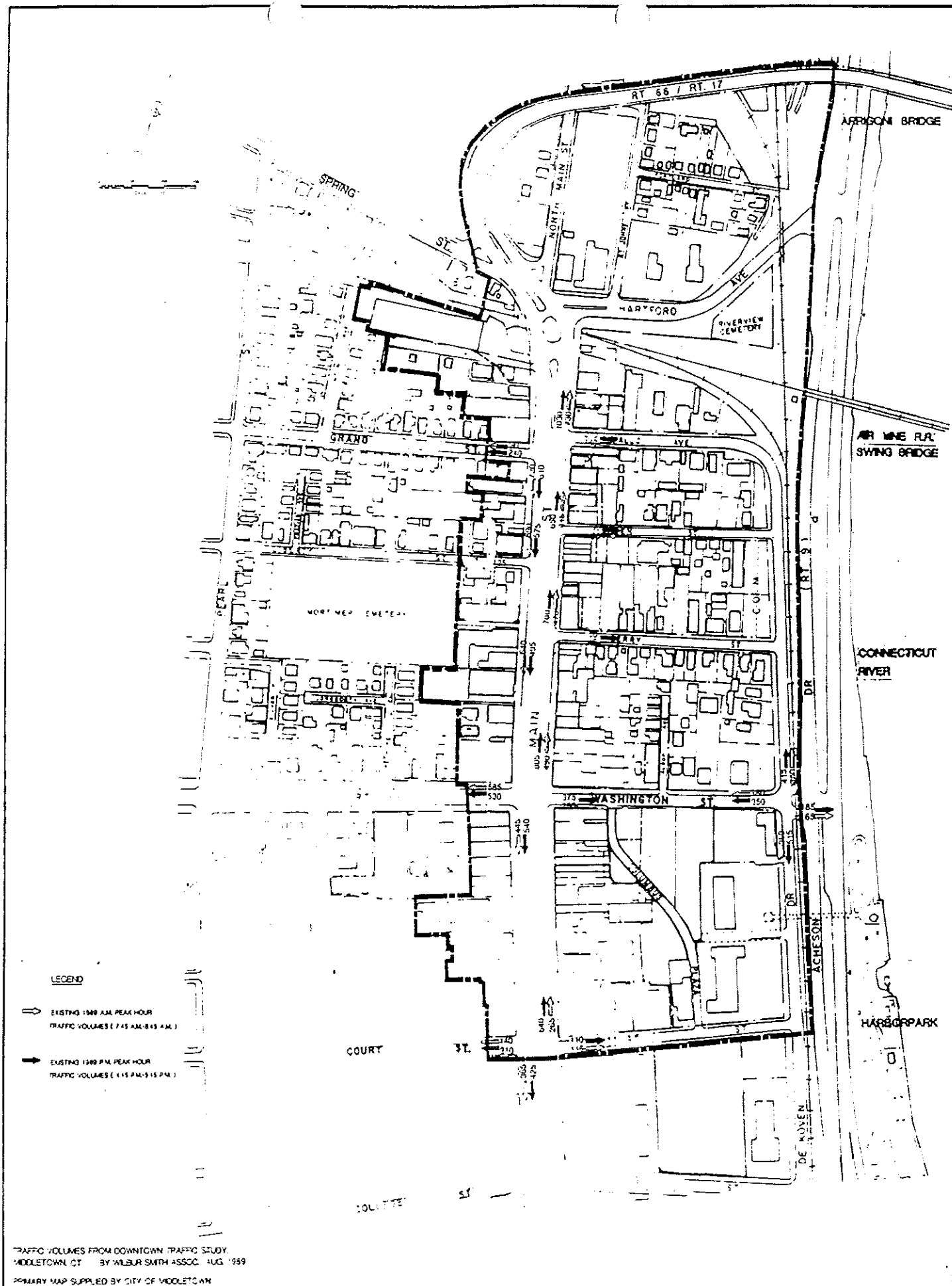
LOT AND BLOCK NUMBERS FROM TAX ASSESSOR
 MAPS, CITY OF MIDDLETOWN
 OWNER LISTING COMPILED FROM PROPERTY OWNERSHIP
 LOT CARDS, CITY OF MIDDLETOWN

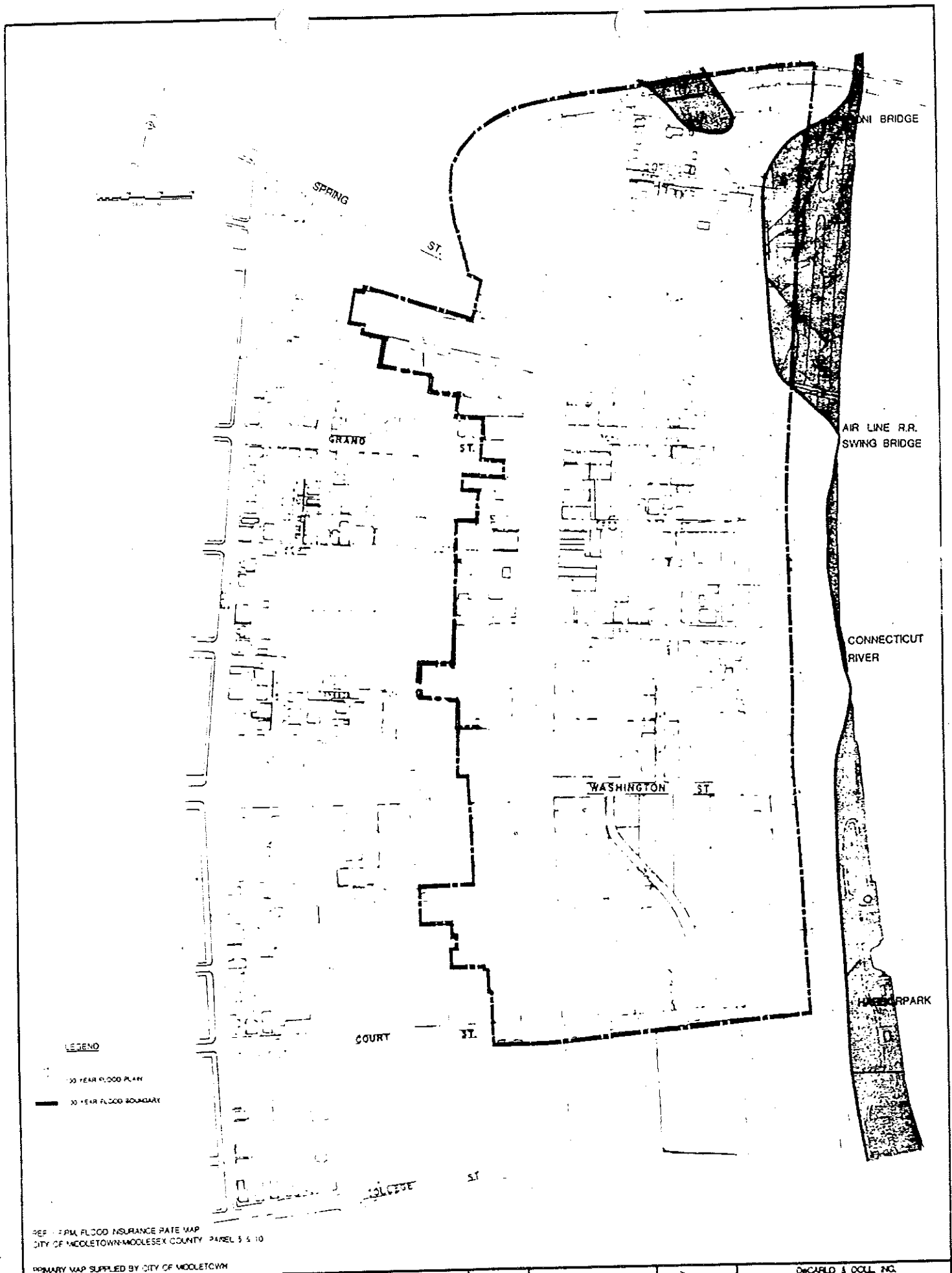
PRIMARY MAP SUPPLIED BY CITY OF MIDDLETOWN











REF. 100 PM FLOOD INSURANCE RATE MAP
CITY OF MIDDLETOWN, CONNECTICUT, PANEL 5 & 10

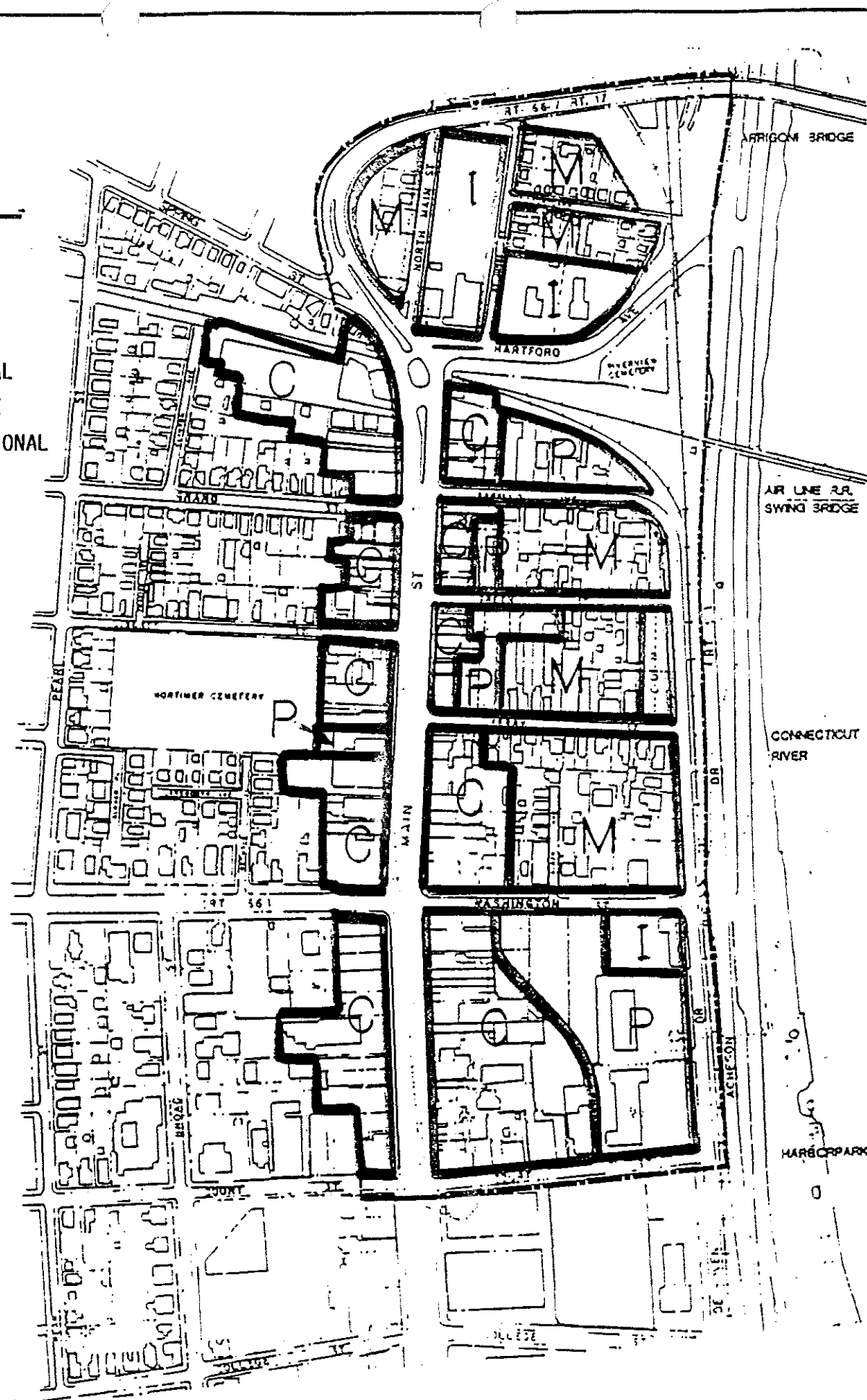
PRIMARY MAP SUPPLIED BY CITY OF MIDDLETOWN

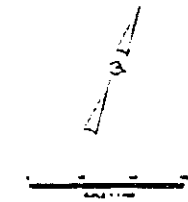
<p>10/17/10</p> <p>0-100</p> <p>100-200</p> <p>200-300</p> <p>300-400</p> <p>400-500</p> <p>500-600</p> <p>600-700</p> <p>700-800</p> <p>800-900</p> <p>900-1000</p> <p>1000-1100</p> <p>1100-1200</p> <p>1200-1300</p> <p>1300-1400</p> <p>1400-1500</p> <p>1500-1600</p> <p>1600-1700</p> <p>1700-1800</p> <p>1800-1900</p> <p>1900-2000</p> <p>2000-2100</p> <p>2100-2200</p> <p>2200-2300</p> <p>2300-2400</p> <p>2400-2500</p> <p>2500-2600</p> <p>2600-2700</p> <p>2700-2800</p> <p>2800-2900</p> <p>2900-3000</p> <p>3000-3100</p> <p>3100-3200</p> <p>3200-3300</p> <p>3300-3400</p> <p>3400-3500</p> <p>3500-3600</p> <p>3600-3700</p> <p>3700-3800</p> <p>3800-3900</p> <p>3900-4000</p> <p>4000-4100</p> <p>4100-4200</p> <p>4200-4300</p> <p>4300-4400</p> <p>4400-4500</p> <p>4500-4600</p> <p>4600-4700</p> <p>4700-4800</p> <p>4800-4900</p> <p>4900-5000</p> <p>5000-5100</p> <p>5100-5200</p> <p>5200-5300</p> <p>5300-5400</p> <p>5400-5500</p> <p>5500-5600</p> <p>5600-5700</p> <p>5700-5800</p> <p>5800-5900</p> <p>5900-6000</p> <p>6000-6100</p> <p>6100-6200</p> <p>6200-6300</p> <p>6300-6400</p> <p>6400-6500</p> <p>6500-6600</p> <p>6600-6700</p> <p>6700-6800</p> <p>6800-6900</p> <p>6900-7000</p> <p>7000-7100</p> <p>7100-7200</p> <p>7200-7300</p> <p>7300-7400</p> <p>7400-7500</p> <p>7500-7600</p> <p>7600-7700</p> <p>7700-7800</p> <p>7800-7900</p> <p>7900-8000</p> <p>8000-8100</p> <p>8100-8200</p> <p>8200-8300</p> <p>8300-8400</p> <p>8400-8500</p> <p>8500-8600</p> <p>8600-8700</p> <p>8700-8800</p> <p>8800-8900</p> <p>8900-9000</p> <p>9000-9100</p> <p>9100-9200</p> <p>9200-9300</p> <p>9300-9400</p> <p>9400-9500</p> <p>9500-9600</p> <p>9600-9700</p> <p>9700-9800</p> <p>9800-9900</p> <p>9900-10000</p>	<p>FLOOD PLAIN MAP</p> <p>NORTHERN CITY OF MIDDLETOWN AREA</p> <p>CITY OF MIDDLETOWN</p> <p>CONNECTICUT</p>	<p>Map #10</p>	<p>DB</p>	<p>D. CARLO & SONS, INC.</p> <p>1000-1100</p> <p>1100-1200</p> <p>1200-1300</p> <p>1300-1400</p> <p>1400-1500</p> <p>1500-1600</p> <p>1600-1700</p> <p>1700-1800</p> <p>1800-1900</p> <p>1900-2000</p> <p>2000-2100</p> <p>2100-2200</p> <p>2200-2300</p> <p>2300-2400</p> <p>2400-2500</p> <p>2500-2600</p> <p>2600-2700</p> <p>2700-2800</p> <p>2800-2900</p> <p>2900-3000</p> <p>3000-3100</p> <p>3100-3200</p> <p>3200-3300</p> <p>3300-3400</p> <p>3400-3500</p> <p>3500-3600</p> <p>3600-3700</p> <p>3700-3800</p> <p>3800-3900</p> <p>3900-4000</p> <p>4000-4100</p> <p>4100-4200</p> <p>4200-4300</p> <p>4300-4400</p> <p>4400-4500</p> <p>4500-4600</p> <p>4600-4700</p> <p>4700-4800</p> <p>4800-4900</p> <p>4900-5000</p> <p>5000-5100</p> <p>5100-5200</p> <p>5200-5300</p> <p>5300-5400</p> <p>5400-5500</p> <p>5500-5600</p> <p>5600-5700</p> <p>5700-5800</p> <p>5800-5900</p> <p>5900-6000</p> <p>6000-6100</p> <p>6100-6200</p> <p>6200-6300</p> <p>6300-6400</p> <p>6400-6500</p> <p>6500-6600</p> <p>6600-6700</p> <p>6700-6800</p> <p>6800-6900</p> <p>6900-7000</p> <p>7000-7100</p> <p>7100-7200</p> <p>7200-7300</p> <p>7300-7400</p> <p>7400-7500</p> <p>7500-7600</p> <p>7600-7700</p> <p>7700-7800</p> <p>7800-7900</p> <p>7900-8000</p> <p>8000-8100</p> <p>8100-8200</p> <p>8200-8300</p> <p>8300-8400</p> <p>8400-8500</p> <p>8500-8600</p> <p>8600-8700</p> <p>8700-8800</p> <p>8800-8900</p> <p>8900-9000</p> <p>9000-9100</p> <p>9100-9200</p> <p>9200-9300</p> <p>9300-9400</p> <p>9400-9500</p> <p>9500-9600</p> <p>9600-9700</p> <p>9700-9800</p> <p>9800-9900</p> <p>9900-10000</p>
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LEGEND

- C - COMMERCIAL
- M - MIXED USE
- I - INSTITUTIONAL
- P - PUBLIC





LEGEND

- NMX - NEIGHBORHOOD
MIXED USE
- B-1 - CENTRAL
BUSINESS
- B-1A- CENTRAL
BUSINESS A
- MX - MIXED USE
- RF - RIVERFRONT

